



## OFA Email Directory for Submission

	Email Address	What to Send
General	<a href="mailto:ofa@hms.harvard.edu">ofa@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>General questions regarding faculty affairs</li> </ul>
	<a href="mailto:ofa_promotions@hms.harvard.edu">ofa_promotions@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Questions relating to the faculty promotions and appointment process, including CV questions</li> <li>Requests for faculty CV reviews</li> </ul>
Faculty Development	<a href="mailto:HMSOFA_Programs@hms.harvard.edu">HMSOFA_Programs@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Questions regarding HMS faculty development programs and resources</li> </ul>
Annual Appointments, Reappointments, Status Changes, And Reporting	<a href="mailto:facappt@hms.harvard.edu">facappt@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Instructor, Lecturer, Corresponding Member of the Faculty, Emeritus/Emerita, Visiting, Member of the Faculty Appointments</li> <li>Changes of Status (Leaves, Transfers, Terminations)</li> <li>Data Corrections</li> <li>Reappointments for ALL ranks</li> <li>Requests for exemptions from Full-time or Part-time appointment criteria</li> <li>Licensing Requests</li> <li>Fulbright Processing</li> <li>Faculty Data Reporting – via online form, <a href="#">click here</a></li> </ul>
Endowed Professorship Appointments	<a href="mailto:endowedprof@hms.harvard.edu">endowedprof@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Nomination materials for Endowed Professor and Endowed Associate Professor appointments</li> <li>Nomination materials for Endowed Distinguished Professor appointments</li> <li>Requests for Endowed Emeritus/Emerita Professor appointments</li> </ul>
Assistant & Associate Appointments	<a href="mailto:PnR@hms.harvard.edu">PnR@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>All appointment and promotion materials for Assistant Professor and Associate Professor candidates</li> </ul>
Full Professor Appointments	<a href="mailto:professorial.materials@hms.harvard.edu">professorial.materials@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Promotion materials for Full-time and Part-time professorial candidates</li> <li>Initial requests for Professor in Residence position approval</li> <li>Nomination materials for Professor in Residence candidates for approved positions</li> <li>Materials for secondary professorial appointments</li> </ul>
	<a href="mailto:seniorprofsearch@hms.harvard.edu">seniorprofsearch@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Initial requests to conduct a professorial faculty recruitment search (Full Professorial level only)</li> </ul>
Other Academics	<a href="mailto:ACADappt@hms.harvard.edu">ACADappt@hms.harvard.edu</a>	<ul style="list-style-type: none"> <li>Clinical Fellow, Research Fellow, Associate, Research Associate, Teaching Associate, and Visiting Appointments</li> <li>Non-Faculty Academic Reappointments</li> <li>Changes of Status (Terminations, Transfers)</li> <li>Data Corrections</li> <li>Credentialing for Non-Faculty Appointees</li> </ul>

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Managed by the Office for Faculty Affairs

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