



OFA Email Directory for Submission

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

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Managed by the Office for Faculty Affairs

Harvard Medical School | Gordon Hall, Suite 206 | 25 Shattuck Street, Boston, Massachusetts 02115