



**HARVARD**  
MEDICAL SCHOOL

OFFICE FOR  
Faculty Affairs

March 27, 2020

Dear Colleagues,

The Office for Faculty Affairs values and appreciates the significant contributions of our faculty during the COVID-19 pandemic. In recognition of the potential impact on workstreams during this time, we are extending the 2020 Annual Reappointment process for those who cannot meet the April 24th deadline. This shift will allow all current annual faculty (Lecturers and Instructors) to be extended through 6/30/2021. Please contact us at: [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu).

This one-year extension will extend the current appointment end dates from 6/30/2020 to 6/30/2021 for Lecturers and Instructors and will not require departments to submit any reappointment documents including teaching hours or career conference information. However, we will expect departments to submit terminations for those who are not to be reappointed.

With best regards,  
The Office for Faculty Affairs