



July 16, 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 proposing **two options** for the 2020 Term Reappointment (TRAAP) process for those who cannot meet the September 11th deadline.

TRAAP 2020 OPTIONS: Departments choose ONLY ONE

1. Request a delayed submission date of 2 weeks – September 25, 2020

OR

2. Request a 1-year extension of current appointments, which will exempt reappointment documents (including teaching hours and career conference information) until September 2021. This extension will not permanently shift the timing of the appointment period:
 - a. 3-year appointments extended to 2021 and then reappointed next year will be effective from 2021-2023
 - b. 5-year appointments extended to 2021 and then reappointed next year will be effective from 2021-2025

We recognize that usual teaching roles may have been disrupted for many faculty because of Covid-19. For any such faculty, you are welcome to describe any such deviations in the narrative along with your best predictions on teaching moving forward.

All departments must submit terminations for those who are not to be reappointed.

Please email your option by **August 1, 2020** to facappt@hms.harvard.edu and copy your Department Head.

With best regards,

The Office for Faculty Affairs