



Significant Supporting Activity: Administration and Institutional Service (AIS)

Summary

Many faculty make substantial contributions and commitment outside their Area of Excellence. These activities are often of outstanding quality and impact and are recognized by peers and leaders, but are in domains in which the quantity of the candidate's contribution is less than in the Area of Excellence. These significant supporting activities (SSA) will supplement accomplishments in the Area of Excellence, allowing the sum total of an individual's achievements to be considered in the evaluation for promotion.

The following list provides representative activities and accolades that may contribute toward the selection of an SSA. Level of effort and/or responsibility in a particular area is typically commensurate with rank. Decisions regarding the selection of one or more SSAs should be made jointly between a candidate and their nominating department. Inclusion of an SSA is not a requirement for academic promotion.

Example of Metrics

Activities

- Service as director of a division, program or clinic in an affiliated institution
- Substantial and/or prolonged service on departmental or institutional committees such as the Institutional Review Board (IRB), quality improvement committee, physicians' organization, trainee selection committees, or promotion/search committees
- Service on committees of the Faculty of Medicine such as admissions committees, Faculty Council, or the Joint Committee on the Status of Women (JCSW)
- Administrative management of a core laboratory or facility at Harvard or an affiliated institution

Recognition

- Appointment to administrative leadership roles
- Awards recognizing administrative contributions
- Invitations to educate peers about administrative methods and practices
- Consultant to other organizations in area of administrative expertise