

## 2020 Term Reappointment TRAAP Instruction GUIDE

### Reappointment of Term Faculty: due Friday September 11, 2020

Term faculty appointments are for 3 or 5-year intervals and require review and action by the appointing department on the reappointment year before September of the given year for reappointment on October 31. All faculty appointments require a minimum of 50 hours of teaching per year in the Harvard community, and in order to meet HMS accreditation requirements, we ask that the scheduled teaching activity be documented at the time of reappointment.

The HMS Medical Area Reporting System (MARS) provides a report titled **Term Reappointments** List that facilitates this process. The data in this report is used to review and expedite the processing of the large volume of reappointments processed by the Office for Faculty Affairs. **TRAAP reports and accompanying documentation must be completed and sent to our office as an Excel file by Friday September 11, 2020.**

The data in this TRAAP report includes the following faculty up for reappointment:

- Assistant Professor, full and part-time
- Associate Professor, full and part-time
- Three-year Senior Lecturer, full and part-time
- Three-year Lecturer, full and part-time
- Principal Associate, full and part-time
- Professor, part-time
- Secondary appointments as Assistant Professor, Associate Professor, or Professor
- Professors in Residence coming to the end of their first five year term

The TRAAP report output serves 4 purposes:

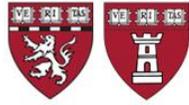
- To confirm the reappointment for those appointees to be reappointed for the new academic year effective October 31
- To identify termination of appointees who have left or will be leaving
- To enable Faculty Affairs to update faculty records with teaching and faculty development information
- To allow departments to review and update demographic information on their faculty

There are separate reports for annual and non-faculty reappointments, as listed below:

- **Annual Reappointments** (aka “Faculty RAAP”)   
Lecturers, Instructors, Members of the Faculty, Corresponding Members of the Faculty
- **Non-Faculty Academic Appointments** (due to Human Resources and aka “Fellows RAAP”)   
Research Associates, Associates, and Research & Clinical Fellows

Also, you will find sample template on the Office for Faculty Affairs website that might be helpful in collecting data from your faculty:

- **Sample Communication for Collecting Reappointment Data TEMPLATE**   
*Please encourage your faculty to list all scheduled teaching of Harvard learners for the academic year (annual totals by category).*



### Getting Started: Access and Run the TRAAP Report on MARS

1. MARS (Medical Area Reporting System) is accessed from the Applications box on the [eCommons](#) home page, after log in
2. From MARS, using the drop down function for **HR Reports** in the grey banner on the left hand side of the page select **Employee and Job Lists**
3. On the next page, click on **Term Reappointments List**



Run the department Term Reappointments List.

1. Select your **Department** from the drop down list
2. The report may also be run by **Division** for departments that have provided division data
3. The report may also be run for a specific **Location**
4. Once you have selected your criteria, click **Continue**

## MARS Medical Area Reporting System Term Reappointments List Search

Department: \*All Departments  
 Academic Programs (100085)  
 Academic and Clinical Programs (100028)  
 Academic and Research Integrity (100049)  
 Adelstein Lab (100062)  
 Administration-HMS (100148)  
 Alumni Affairs and Development (100105)  
 Anaesthesia-Beth Israel Deaconess (100147)  
 Anaesthesia-Boston Children's Hospital (100139)  
 Anaesthesia-Brigham and Women's Hospital (100156)

Division: \*All Division  
 Adm-House Staff  
 Administration  
 Adolescent Medicine  
 Adult Oncology

Job location: \*All Locations  
 1 Oxford St, Science Ctr  
 10 Cowperthwaite St, Mather  
 100 Old Causeway Rd, Concord  
 1033 Mass Ave

Search Reset

1. At the top middle of the screen use the **Actions** drop down function to select **download**

HARVARD MEDICAL SCHOOL  
 MARS Medical Area Reporting System  
 Term Reappointments List

Return to search

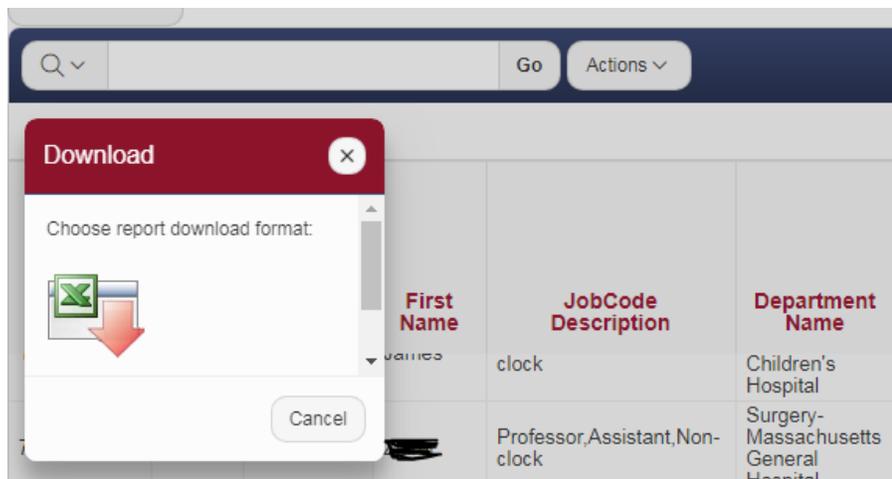
Search Go Actions

Employee ID	Empl Rcd	Last Name	First Name	Department
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock

Actions menu: Select Columns, Filter, Rows Per Page, Format, Save Report, Reset, Help, Download



2. A download window will pop up, click on the **Excel** report icon
3. Report will appear on the bottom left side of your toolbar



**Note:** The MARS Excel output may be in CSV format. You may need to save as .xlsx depending on your computer's operating system.

### Prepare the TRAAP Spreadsheet

The TRAAP spreadsheet lists all current Assistant and/or Associate Professors, Senior Lecturers, Principal Associates, and any Professor, part-time appointments with an end date between the day you run the report and December 31 of the current calendar year. The majority will have an end date of October 30.

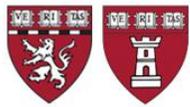
You may sort the Excel spreadsheet by Job Code Description, Division (if your department has provided Division information) or any other sort that will assist you in completing the process. You may also expand column widths, wrap column headings, or hide columns to assist you while you work.

Timely reporting of faculty and appointees who have left Harvard is very important as many other business processes rely on this information. We therefore recommend that you **process terminations via eTAD prior to TRAAP**, well ahead of your TRAAP submission.

However, if you have not previously done this by eTAD, you may use the TRAAP process to update this information. Using the Excel spreadsheet, identify your department's **terminations**, and cut and paste these into a second worksheet labeled TERMINATIONS in your Excel Workbook. Once you have created a new worksheet, for each faculty member you are terminating:

Enter the effective date of the termination in Column **J, Termination**.

- If an appointee is due to leave on October 30, use 10/31/2020
- If an appointee is due to leave on December 14, use 12/15/2020



You may enter a termination reason code in column **V** (reserved for **Notes**). This is optional, not required. We will use **VNO** as a default. Use:

- **VNO** if the person has Resigned, Quit, or Other reason
- **RET** if the appointee has Retired
- **DEA** if the appointee is Deceased

### Step 1: Prepare your Supporting Documentation

Please find detailed reappointment policies for term faculty in the Faculty of Medicine Handbook, available on the Office for Faculty Affairs website.

The documentation required for reappointment of term faculty is:

- **Department Head letter (please use the *Term Reappointment Request Letter* also available on the Office for Faculty Affairs website, under *Checklists, Forms, Guides and Tools*) summarizing the appointee's accomplishments during the past term to include:**
  - Name of faculty mentor and date of last annual conference for the following ranks:  
Assistant Professor, full and part-time  
Associate Professor, full and part-time
  - Name of faculty mentor and date of last annual conference for the following ranks:  
Assistant Professor, full and part-time  
Associate Professor, full and part-time  
Principal Associate, full and part-time
  - An assessment of the level of productivity, the quality of the contributions, and teaching activities
  - An update on the faculty member's academic trajectory and, for Assistant and Associate Professors, please address the likelihood of promotion
  - A statement describing the source of funds to support the reappointment
  - A statement of integrity and professionalism:
    - This candidate is a faculty member in good standing with an appropriate hospital appointment and associated credentialing. To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a hospital, state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no pending or closed investigations or other concerns known to me that raise questions about the candidate's integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate's contributions as a member of the Faculty of Medicine of Harvard University.

Professor (Senior) reappointment packets must also include 3 letters of support from individuals inside Harvard and 3 letters of support from external sources. **There are new requirements for the letters, which can be found on the checklist section of our website.** Please plan in advance to obtain these by the September deadline.

- **Updated C.V. & Bibliography in Harvard Format**

Your packet(s) should be submitted in **pdf format**, using one individual pdf per faculty member and labeled using the following **naming convention** for each packet: **LastName, FirstName MI.Rank.2020reappt.** (eg: Smith, John B.Asst Prof.2020reappt)

Our rank abbreviation conventions are: *Prof, AssoProf, AsstProf, 3ySrLect, 3yLect, PrAsso*

Updated January 2020



You will submit your packet(s) using one of two methods:

1. (Preferred method) Place your pdf packet(s) of documents **once you have completed the packet(s)**, titled as indicated above, in the eCommons Collaborative Folder (between OFA/Your Department). To access this folder, you must log into **eCommons**, find the **Applications Menu**, and click on **Online Storage**. Find and click on **My Collaborations** on the top left of the eCommons screen. Place your document(s) in your department's **OFA shared folder**
  2. (Alternate method) Email your pdf packet of documents, containing one faculty member's reappointment paperwork, titled as indicated above, to the OFA *facappt* account ([facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu))
- **Next, use the term reappointment report (excel spreadsheet) to:**
    1. Record the teaching hours under the appropriate column on the term reappointment spreadsheet for each faculty member being reappointed
    2. Record the name of the faculty mentor and the date of the last annual conference held with the mentor

**Important:** You should also make sure that the **demographic information** on your faculty is accurate in the HMS systems. Please feel free to either print out personal information eTADs to correct this information by individual or to add this information to the TRAAP Report by adding additional, well-labeled, columns.

For example, after labeling **Column V** as "**Notes**", you might label **Column W** "**Email update**" and **Column X** "**Mailing address update**", etc.

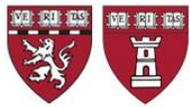
### **Next Step: Complete the TRAAP Report**

On the worksheet containing the individuals you wish to reappoint, record the appropriate teaching for the past year and most recent mentor information. It is helpful, but not obligatory, to label this worksheet *REAPPOINTMENTS*.

The Teaching Categories (reported in **hours per year**) are:

- Teaching of Students in Courses (Harvard Medical, Dental, Masters, Doctoral or Undergraduate Students)
- Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs)
- Clinical Supervisory and Training Responsibilities
- Laboratory and Other Research Supervisory and Training Responsibilities
- Formally Supervised Trainees
- Formal Teaching of Peers (e.g., CME and other continuing education courses)
- Local Invited Presentations at a Harvard affiliated institution
- Mentoring Trainees and Peers
- Educational Administration and Service





**Final Step: Submit your report to OFA**

Return your TRAAP sheet no later than September 11, 2020 using the following naming convention: *DEPARTMENT NAME.LOCATION.TRAAP2020* (eg: Medicine.BWH.TRAAP) and completed with Teaching Hours, Faculty Mentor and Annual Conference information, and send/upload the supporting document for each appointment. Send the Excel file which summarizes all the appointments via email to [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) with a cc to your appointing department head (or his/her formally appointed designee).

*Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet. Without this cc we cannot process the reappointments.*

For more information concerning your annual faculty reappointments, please contact us at: [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu), or call 617-432-3274.

*If you are the principal administrator of annual reappointments for your department and need access to MARS to run this report, please contact Jennifer Galbraith Ryan at [jennifer\\_ryan@hms.harvard.edu](mailto:jennifer_ryan@hms.harvard.edu).*