



Significant Supporting Activity:

Administration and Institutional Service

Summary

Many faculty make substantial contributions outside their Area of Excellence. These activities are often of outstanding quality and importance 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.

Administration and Institutional Service Metrics

Activity	Examples of Metrics
	<ul style="list-style-type: none"> • Service as director of a division, program or clinic in an affiliated institution • Service on 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 or Faculty Council • Administrative management of a core laboratory or facility at Harvard or an affiliated institution • Development of programs that create diversity by increasing the representation of women and minorities among our students, trainees or faculty
Recognition	
	<ul style="list-style-type: none"> • Awards recognizing administrative contributions • Appointment to administrative leadership roles • Invitations to educate peers about administrative methods and practices • Consultant to other organizations in area of administrative expertise • Leadership roles in professional societies related to administrative role • Appointment to regional and/or national committees related to administrative roles, such as committees on diversity in medicine/biomedical science, health policy, or human subjects