

2017 Term Reappointment TRAAP Instruction GUIDE

Reappointment of Term Faculty: due Friday September 8, 2017

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 8, 2017.**

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
- Principal Associate, full and part-time
- Professor, part-time

The TRAAP report output serves 3 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

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

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, click on **Main Menu** in the crimson banner at the top left of the page.
3. On the next screen, click on **HR Reports** on the right
4. Click on **Employee and Job Lists**
5. 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**

Medical Area Reporting System

▶ Main Menu ▶ User Menu ▶ Settings ▶ Jobs ▶ Output ▶ Logout

Term Reappointments List Criteria

HR Department: *All Departments
 Anaesthesia-Beth Israel Deaconess (100147)
 Anaesthesia-Boston Children's Hospital (100139)
 Anaesthesia-Brigham and Women's Hospital (100156)
 Anaesthesia-Massachusetts General Hospital (100164)
 Biological Chemistry & Molecular Pharmacology (100160)
 Biomedical Informatics (103175)
 Cell Biology (100165)
 DMS - Hospital Graduate Students (104159)
 Dermatology-Beth Israel Deaconess (103356)

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

Location: *All Locations
 1 Oxford St, Science Ctr
 10 Harvard Way, Loeb House
 100 Old Causeway Rd, Concord
 1033 Mass Ave
 107 Lincoln St
 12 Oxford St, Conant Chem Lab
 12 Oxford St, MallinckrodtChem
 124 Mt Auburn St, Univ Place
 1350 Mass Ave-Smith Campus Ctr

Continue Clear

mars_support@hms.harvard.edu

1. Specify the report's **Output Format**
2. Select **Excel Spreadsheet** from the drop down menu
3. *Do not modify the **Type of Output** and **User Description** defaults*
4. Click **View Report**

Medical Area Reporting System - Internet Explorer
 https://itmrsp01.med.harvard.edu/cgi-bin/pbbsa70.dll?reprsv2.flogr

Medical Area Reporting System

▶ Main Menu ▶ User Menu ▶ Settings ▶ Jobs ▶ Output ▶ Logout

Output options

Output format: Adobe Acrobat PDF File
 Excel Spreadsheet
 Comma Separated Values
 HTML Table

Delete report output after: 2 Weeks

Type of output: Downloadable file

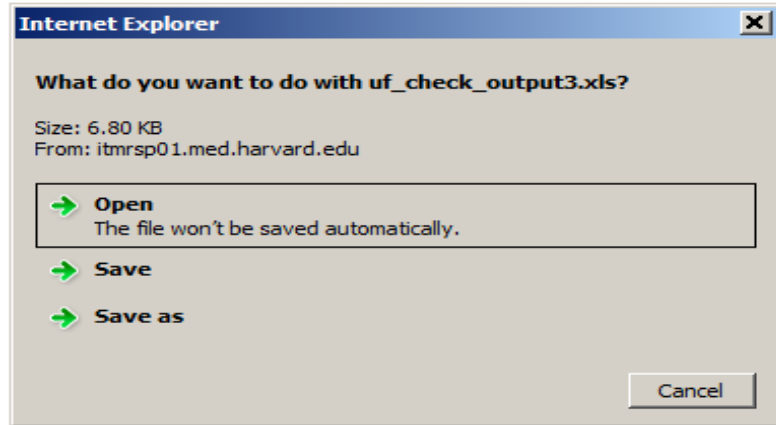
User description:

View Report Clear

mars_support@hms.harvard.edu



1. **Save the TRAAP spreadsheet to your computer**
2. Once MARS has generated the report, a dialog box will prompt the user to open or save the file
3. **Save as** to your computer, using the following naming convention:
*DEPARTMENT
NAME.LOCATION.TRAAP*
Examples:
Medicine.BWH.TRAAP.xlsx
Genetics.HMS.TRAAP.xlsx



Note: The MARS Excel output is version 1997-2003 xls. 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 those faculty 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 10/31/2017
- If an appointee is due to leave on December 14, use 12/15/2017

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
 - An assessment of the level of productivity, the quality of the contributions, and teaching activities
 - A statement describing the source of funds to support the reappointment
 - The HMS statement of integrity

Note: Professor reappointment packets must also include 3 letters of support from individuals inside Harvard and 3 letters of support from external sources. Please plan in advance to obtain these by the September deadline.

- **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.2017reappt.** (eg: Smith, John B.Asst Prof.2017reappt)

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

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)
- **Finally, 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



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

In the sample on the following page (with dummy data), we have sorted by Job Code Description. Note the location of columns J and V referenced above:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
	Employee ID	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment End Date	Date of career conference	HMS Mentor Name (Last, First, Middle)	Teaching in Courses	Hours Formal Residents, Post-Docs	Hours Teaching Supervision and Training	Hours Laboratory and Other Research Supervision	Hours Formal Teaching of Peers (eg, CME)	Hours of Local Invited Presentations	Mentoring	Administrative	Educational		
1	XXX61410	0	Glenn	David	Professor,Assistant, HMS*Medcn-BIDM	HMS0051		10/30/2017																
2	XXX48216	0	Belanger	Jean	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017																
3	XXX81039	0	Beruti	Marco	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017																
4	51XXX827	0	Castro	Estefania	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017																
5	3092XXX2	0	Harris	Daniel	Professor, Associate	HMS*Medcn-BIDM	HMS0032	10/30/2017																
6	9077XXX5	0	Sobieski	Jane	Professor, Part-time	HMS*Medcn-BIDM	HMS0037	10/30/2017																
7	8034XXXX	0	O'Brien	Justus	Senior Lecturer (Fac	HMS*Medcn-BIDM		10/30/2017																

To Reappoint Assistant and Associate Professors, Senior Lecturers, Principal Associates, and Professors, part-time:

Enter a New Effective Date of **10/31/2017** in Column I and the New Appointment End Date of **10/30/2020 or 10/31/2022** in column K and complete the information for columns L through U to satisfy the annual documentation for faculty.



Please use column V for any comments or special instructions you wish to communicate with our office, including any notes to the faculty file that might explain variances in faculty teaching or mentoring for the period.

Sample:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Employee ID	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Appointment Effective Date	Termination Date	New Appointment End Date	Date of career conference	HMS Mentor Name (Last, First, Middle)	Hours Teaching Students in Courses	Hours Formal Teaching Residents, Fellows, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Research Supervision and Training	Hours Formal Teaching of Peers (eg, CME)	Hours of Local Presentations	Mentoring	Educational Administration	
XXX61410	0	Glenn	David	Professor,Assistant	HMS*Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2020	4/15/2017	Lukas, James A.					50			150	
XXX48216	0	Belanger	Jean	Professor,Assistant	HMS*Medcn-BID		10/30/2017	10/31/2017		10/30/2020	1/10/2017	O'Brien, Justus							200		
XXX81039	0	Beruti	Marco	Professor,Assistant	HMS*Medcn-BID		10/30/2017	10/31/2017		10/30/2020	11/10/2016	Diunno, Peter			1000					500	
51XXX827	0	Castro	Estefania	Professor,Assistant	HMS*Medcn-BID		10/30/2017	10/31/2017		10/30/2020	4/15/2017	Lukas, James A.		1350							
3092XXX2	0	Harris	Daniel	Professor, Associate	HMS*Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2023	4/15/2017	Lukas, James A.				1300					
9077XXX3	0	Sobleski	Jane	Professor, Part-time	HMS*Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2023	4/15/2017	Lukas, James A.	1200								
8034XXXX	0	O'Brien	Justus	Senior Lecturer (Fac	HMS*Medcn-BID		10/30/2017	10/31/2017		10/30/2020											

Helpful Hints:

- Term reappointment should always be through October 30 of the following year
- If someone is in the process of being promoted, reappoint so they remain active during the promotion process
- Do not send our office more than one version of your reappointment spreadsheet. Modifications or updates after the first submission should be done via eTAD

Final Step: Submit your report to OFA

Return your TRAAP sheet no later than September 8, 2017 using the following naming convention: *DEPARTMENT NAME.LOCATION.TRAAP* (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 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 these reappointments.

For more information concerning your annual faculty reappointments, please contact us at: facappt@hms.harvard.edu, or

- call 617/432 2702 to speak with Katie Chasson or Greg Demetriou, or
- call 617/432 3178 to speak with Yvette Jusseaume

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.