



## Annual Reappointment RAAP Instruction GUIDE Reappointment of Annual Faculty and Non-Faculty

The annual academic appointments for faculty and non-faculty listed below must be reviewed and confirmed **before** June of each year for reappointment on July 1 for the upcoming academic year.

### Faculty

- Instructor, full and part-time
- Annual Lecturer, full and part-time
- Annual Senior Lecturer, full and part time
- Corresponding Member of the Faculty

### Non-Faculty (Other Academics)

- Research Associates
- Teaching Associates
- Associates
- Research Fellows
- Clinical Fellows

Member of Faculty holding appointments and Visiting appointments are not part of the RAAP process and should be managed/reappointed individually based on their expiration dates.

**The OFA team will download MARS RAAP reports for Faculty and Non-Faculty by department, formatted for PeopleSoft upload. These reports, along with a copy of these instructions, will be in your Department Dropbox folder. Please return the report in the same format to facilitate the upload of the reappointment data.**

### **There are three actions that can be taken on each annual appointment via the RAAP process:**

1. Confirm reappointment for the new academic year, effective July 1
2. Capture required teaching and faculty development information for certain renewed appointments
3. Confirm termination of appointees who have left or will be leaving

**Data changes can no longer be requested via RAAP.** Individual data change requests can be submitted directly to our office, and bulk updates will be addressed during the annual CAAP audit in January.

If it appears that an annual academic record is missing from either report, please reach out to [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) for Faculty or [acadappt@hms.harvard.edu](mailto:acadappt@hms.harvard.edu) for Non-Faculty.

## Instructions for Accessing, Preparing and Submitting RAAP report to OFA:

### Accessing Your RAAP Report:

OFA will upload your RAAP report to your Department Dropbox folder. Download it to input information as necessary and submit the same report back to OFA.

There are instructions to download your own copy of the RAAP faculty and non-faculty report in the *Detailed Instructions* section later in this guide, if desired.

*If you require access to Dropbox or MARS, please consult with your Department Designated Access Authorizer as they must request access directly from OFA.*

**There is a sample communication to faculty for collecting reappointment data appended at the end of the guide**

### To Reappoint: use the “Reappointment” Tab on the prepared spreadsheets:

#### Faculty:

1. Enter the **New Effective Date** in the column labeled “New Effective Date”
2. Enter the **New Appointment End Date** in the column labeled “New Appointment End Date”
3. Enter the date of the most recent **Annual Career Conference** for Instructors only in the column labeled “Date of Career Conference”
4. Enter the name of the **Faculty Mentor** for Instructors only in the column labeled “HMS Faculty Mentor Name”
  - a. Lecturers and Corresponding Member of the Faculty DO NOT require a career conference or a mentor name to be on record
5. Enter **Teaching Hours** for the previous academic year across the 8 categorical columns for Instructors and Lecturers only
  - a. Corresponding Member of the Faculty DO NOT require reporting of teaching hours

All faculty appointments require at least 50 hours of documented teaching per year in the HMS Community, except Corresponding Member of the Faculty. All faculty appointments require at least 50 documented teaching hours per year in the HMS Community, except for Corresponding Members of the Faculty. If no teaching can be documented for the past academic year, enter “0” in all teaching fields and explain the reason in the “Notes” column. For faculty on an approved HMS leave of absence longer than 3 months that limits teaching, ensure the leave is on file with OFA. The OFA team will follow up directly on these cases.

If the teaching requirement is not met for two consecutive years, barring a formal LOA on record, there is a risk that the academic appointment will not be renewed.

#### Non-Faculty (Other Academics):

1. Enter the **New Effective Date** in the column labeled “New Effective Date”
2. Enter the **New Appointment End Date** in the column labeled “New Appointment End Date”

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For **Clinical Fellows only** (which includes Residents and Fellows), you may enter a New Appointment End Date that reflects the end date of their training, which may be several years in the future. [New language](#) in the Faculty of Medicine Handbook references this approach. *Please do not enter more than a 1-year reappointment for Research Fellows, as we require that rank to be renewed annually.*

If a candidate is in the process of being promoted, reappoint at the current rank for the upcoming academic year so they remain active during the promotion process.

**To Terminate: use the “Termination” Tab on the prepared spreadsheets:**

**Faculty and Non-Faculty (Other Academics):**

1. For any appointment that will not be renewed for the next academic year, **CUT AND PASTE** the record from the Reappointment tab to the Termination tab **in the appropriate workbook**.
2. Enter the date last worked in the column labeled “Appointment End Date”
3. Enter the day **after** last day worked in the column labeled “Termination Effective Date”
4. Enter the reason code “VNO” or “INV” for the Termination in the column labeled “Termination Reason Code”
  - a. If the termination is involuntary, please contact OFA directly via email to alert us of the case.
5. DO NOT submit individual eTAD’s for a termination during this process.

**Submitting the RAAP Reports to OFA**

1. Naming conventions
  - a. Faculty report: **DEPARTMENT NAME.AFFILIATE.FACULTY**. EX: *Medicine.BWH.Faculty*
  - b. Non-Faculty Report: **DEPARTMENT NAME.AFFILIATE.NONFACULTY**. EX: *Medicine.BWH.Nonfaculty*
2. Upload completed spreadsheets to the Department Dropbox folder. The faculty and non-faculty spreadsheets can be submitted at different times, as long as all submissions are prior to the deadline.
3. Send a notification email to the following addresses with a **cc to your appointing department head**. Please be advised that your cc of the appointing department head constitutes their approval of the actions included on the spreadsheet. Without this cc, we cannot process the information.
  - a. Faculty: [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu)
  - b. Non-Faculty: [acadappt@hms.harvard.edu](mailto:acadappt@hms.harvard.edu)

The body of the email noted above must include the following integrity and professionalism statement:

***Our submission of this RAAP sheet constitutes our affirmation that the following statement applies to each candidate included in the enclosed list:***

***This candidate is a faculty member in good standing with an appropriate hospital, Basic Science or Social Science Department, and/or HSDM appointment and***

**associated credentialing, as relevant. To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a medical school or other institution of higher education, a hospital, a 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.**

### **Notification of Successful Processing**

The OFA Appointments Team will notify the Annual Appointments Contact within your Department once the reappointment spreadsheets have been processed completely.

If there are any questions, we will reach out directly.

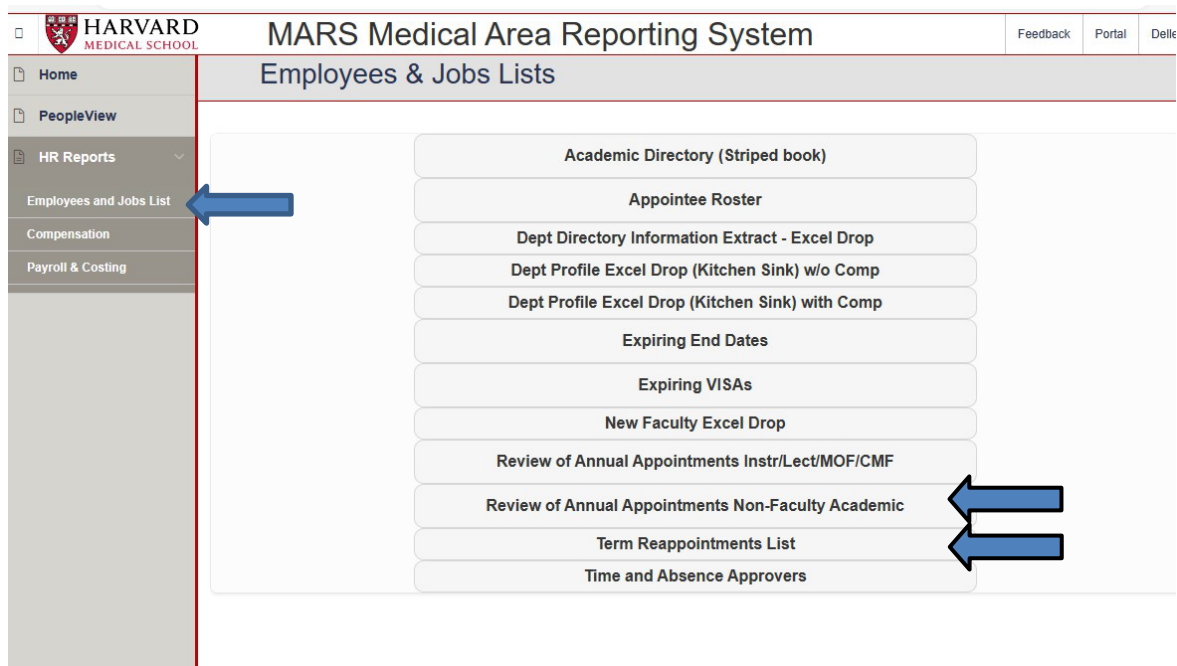
Please direct all questions to:

- [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) for faculty-related questions
- [acadappt@hms.harvard.edu](mailto:acadappt@hms.harvard.edu) for non-faculty related questions

### **Detailed Instructions for Accessing RAAP on MARS:**

- In MARS, under **HR Reports > Employee and Job Lists**, select:
  - **For Faculty:** *Review of Annual Appointments Instr/Lect/MOF/CMF*
  - **For Other Academics:** *Review of Annual Appointments Non-Faculty Academic*

\*You can only run one report at a time, but the steps are identical



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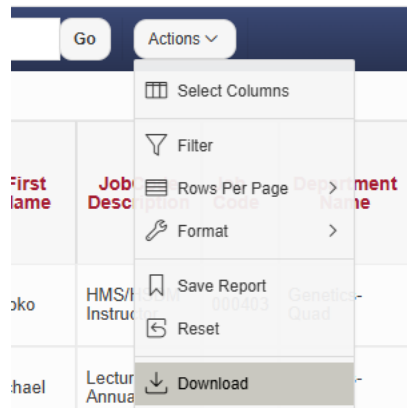
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1. Select your **Department** from the drop down list
2. Further refine your report by **Division**
3. Further refine for a specific **Location**
4. Once you have selected your criteria, click **Search**

## MARS Medical Area Reporting System

### Term Reappointments List Search

5. Click Actions and select Download.
6. Download as an Excel file.



**Sample Communication to Faculty for Collecting Reappointment Data:**

**SAMPLE COMMUNICATION TO INSTRUCTORS**

[DATE]

Dear [FACULTY MEMBER NAME],

As you know, this year’s review of your faculty appointment at Harvard Medical School is subject to verification of your contributions towards training or educating Harvard learners and requires that we identify the faculty mentor and the date of your annual career conference.

This will enable us to renew your appointment this July, [YEAR].

Date of Annual Career Conference [MM/DD/YYYY]	
Faculty Mentor Name [LAST NAME, FIRST MIDDLE]	

Teaching Activities Scheduled for the Period 7/1/xx– 6/30/xx

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 Invited Presentation(s)	Hours Mentoring Trainees and Peers	Hours Edu Admin and Service

Thank you for your prompt attention to this request.

**SAMPLE COMMUNICATION TO LECTURERS**

[DATE]

Dear [FACULTY MEMBER NAME],

As you know, this year’s review of your faculty appointment at Harvard Medical School is subject to verification of your contributions towards training or educating Harvard learners.

This will enable us to renew your appointment this July, [YEAR].

Teaching Activities Scheduled for the Period 7/1/[YEAR] – 6/30/[YEAR]

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 Invited Presentation(s)	Hours Mentoring Trainees and Peers	Hours Edu Admin and Service

Thank you for your prompt attention to this request.