

**Harvard Medical School (HMS)
Office for Faculty Affairs (OFA)**

Reappointment of Annual Faculty Appointments: due by Friday April 29, 2016

Instructor, Lecturer, and Corresponding Member of the Faculty titles are annual faculty appointments that need to be confirmed *before May* each year for reappointment on July 1.

You will find an Excel report on MARS titled **Review of Annual Appointments Instructors/Lecturers Report** that facilitates this process. This report is designed to expedite the processing of this large volume of reappointments which is reviewed and processed by the Office for Faculty Affairs. The data in the RAAP output serves 3 purposes:

- To confirm the reappointment for those appointees to be reappointed for the new academic year effective July 1.
- To collect termination information for those appointees who have left or will be leaving.
- To enable Faculty Affairs to update faculty records with important teaching and faculty development information using the spreadsheet downloaded from MARS to upload into our systems.

RAAP reports must be completed and sent to our office as an Excel file by Friday April 29.

There are **separate reports** for non-faculty academics and term reappointments, as listed below:

Term Reappointments (due to Faculty Affairs)

- ✓ *Assistant Professors, Full-time and Part-time*
- ✓ *Associate Professors, Full-time and Part-time*
- ✓ *Professors, Part-time*

Review of Non-Faculty Academic Appointments (due to Human Resources)

- ✓ *Research Associates, Associates*
- ✓ *Research & Clinical Fellows*

All faculty appointments require a minimum of 50 hours of teaching per year in the Harvard community, and we are required to document the scheduled teaching activity of annual faculty on an annual basis. If you are unable to document teaching for a faculty member in 2016, you should either terminate the appointment or place the faculty member on a leave if applicable. HMS accreditation policy requires that we monitor, enforce, and document this requirement.

Accessing the RAAP Report on MARS

MARS (Medical Area Reporting System) can be accessed via this [direct link](#) or from the Applications box on the [eCommons](#) home page, after log in.

1. From MARS, click on the MAIN MENU in the crimson banner at the left hand top of the page.
2. On the next screen you will see the link for HR PeopleView on the left and HR Reports on the right. Click on HR Reports.
3. Click on EMPLOYEE and JOB LISTS.
4. Click on **Review of Annual Appointments Instructors/Lecturer**.

Running the RAAP Report

Running RAAP for Instructors/Lecturers/Corresponding Members of the Faculty

RAAP is designed to report out any Instructor, Lecturer, or Corresponding Member of the Faculty with an end date between your run date and December 31 of the current calendar year.

Medical Area Reporting System

► Main Menu ► User Menu ► Settings ► Jobs ► Output ► Logout

Review of Annual Appointments Instructors/Lecturers 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)
Cell Biology (100165)
Dermatology-Beth Israel Deaconess (103356)
Dermatology-Brigham and Women's Hospital (103355)
Dermatology-Massachusetts General Hospital (100152)

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

Location: *All Locations
1 Oxford St. Science Ctr
100 Old Causeway Rd. Concord
107 Lincoln St
12 Oxford St. Conant Chem Lab
1350 Mass Ave. Holyoke Ctr
1430 Mass Ave
15 Eliot St. Taubman Bldg
16 Divinity Ave. Biological
1805 Cambridge St. Littauer

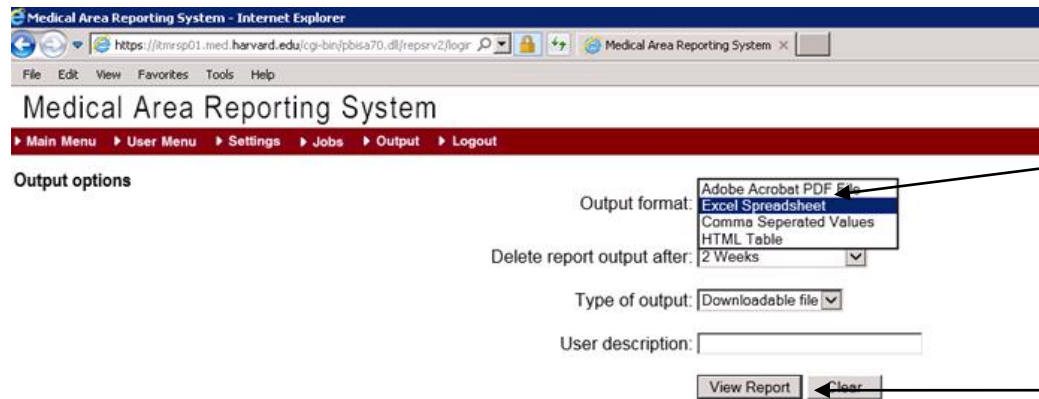
Continue Clear

Step 1: Select your department from the drop down list.

The report may also be run by division if your department has reported division data to us

The report may also be run for a specific location

Click Continue



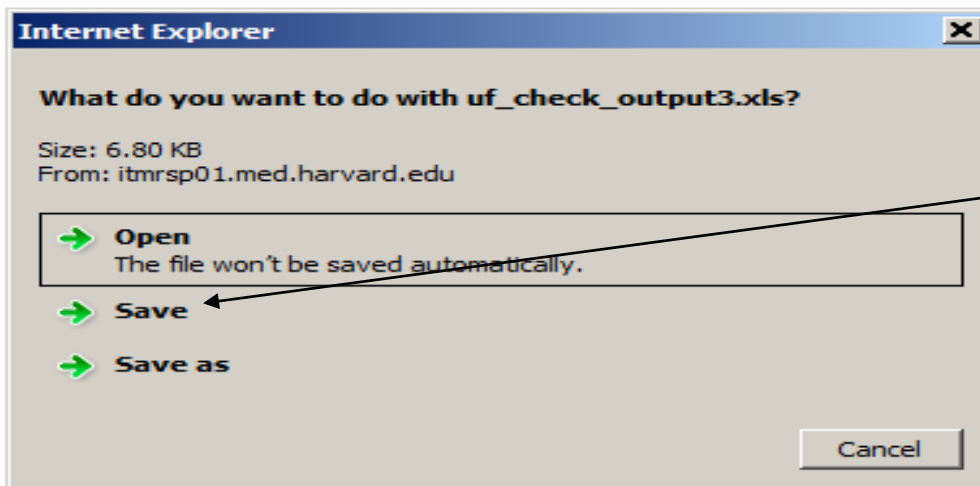
Step 2: Format the Output

Choose Excel Spreadsheet from the drop down menu as the **Output Format**.

(Leave the *Type of Output* and *User Description* defaults as is)

Click 'View Report'.

mars_support@hms.harvard.edu



Step 3: Save your RAAP file to your computer

When MARS has completed the Term Reappointment file you will see a dialog box asking to open or save the file.

Save to your computer using the following naming convention:

DEPARTMENT NAME.LOCATION.TERM:

Examples:

Medicine.BWH.Term.xlsx

CellBiology.HMS.Term.xlsx

Please Note:

The MARS Excel output will be version 1997-2003 xls. You may need to save as .xlsx depending on your computer's operating system.

Collecting the Data

The RAAP spreadsheet lists all current Instructors and/or Lecturers, both full-time and part-time and any Corresponding Members of the Faculty, who have an end date between the day you run the report and December 31 of the current calendar year. The majority will have a June 30th end date.

Use the Excel spreadsheet to identify reappointments and terminations, record teaching and mentor information, and submit to OFA for action. The Teaching Categories you use for reporting teaching activity (in hours per year) are:

- Teaching of Students in Courses (can be 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

You may sort your Excel spreadsheet by Job Code Description, Location, or any other sort that will assist you in completing the process. You may also expand the columns width and wrap column headings or hide columns to assist you while you work.

Please unhide any columns you have hidden and unfreeze any panes you have locked when you are finished and prior to submitting to our office.

Do not delete or move any of the columns. It is most important not to modify any of the data in columns A through T. If data are changed in these columns, your reappointments and terminations will not upload into our systems.

Modifications to data in those columns, such as title, location, etc., must be done via eTad.

In this sample (with dummy data), we have sorted by Job Code Description (the short title) and then by last name:

New in 2016!

Do not modify any of the data or formats in columns A through T



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI		
1	Employee ID	Empl Rod	Effective Dt	Action	Action Reason	Last Name	First Name	JobCode	JobCode Description	Class	Employee Class Descr	Dept Type	Department ID	Department Name	Dept	Job Location	Job Location Descr	Division	Division Descr	Appointment Date	Appointment Effective Date	Termination Reason: VNO (Resigned/Quit/Other)	Appointment New	Delete Date?	Date of career conference	HMS Mentor Name (Last, First, Middle)	Hours Teaching Students	Hours Formal Residents, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Supervision and Training	Hours Formal Teaching of Peers (eg, CME)	Hours Local Invited Presentations	Hours Mentorship	Hours Education Leadership	Hours		
2	10833333	0	07/01/2010	HIR	HIR	Allen Jacob	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	Endocrinolog	06/30/2015																	
3	40522222	0	07/01/2014	XFR	PRD	Belkowitz Joseph	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	Cardiology	06/30/2015																	
4	10666666	0	01/01/2014	DTA	ABR	Ellory Mark	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	Pulmonary	06/30/2015																	
5	90555555	0	07/01/2007	PRD	PRD	McGinnis Suzann	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	Endocrinolog	06/30/2015																	
6	90444444	0	06/01/2010	XFR	LAT	Rova Svetlana	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0033	DPCI, 44 Binney	HMS0048	Oncology	06/30/2015																	
7	10688888	0	07/15/2012	PRD	PRD	Watanab Kyoko	000403	HMSIHSOM	Instructor	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0033	DPCI, 44 Binney	HMS0048	Oncology	06/30/2015																	
8	90811111	0	05/01/2010	HIR	HIR	Frank Christoph	000462		Instructor, Part-time	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	General Medi	06/30/2015																	
9	40888888	0	07/01/2011	HIR	HIR	Pie Jac	000462		Instructor, Part-time	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis	HMS0048	General Medi	06/30/2015																	
10	90777777	0	05/01/2009	HIR	HIR	Discoll Raymonc	000322		Lecturer, Annual	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis			06/30/2015																	
11	20444444	0	07/01/1994	DTA	CNV	Volcy Vivian	000322		Lecturer, Annual	O	Other Faculty	CLIN	100135	HMS' Medicin	HMS	HX0015	BWH, 75 Francis			06/30/2015																	
12																																					

Please use column AI for any comments or special instructions you wish to communicate with our office.



To Reappoint Instructors

1. Do not delete or change any data in columns A through T. Column X is not applicable to this process.
2. Enter the New Appointment End Date 6/30/2017 in column W.
3. Complete the information for columns Y through AH to satisfy the annual documentation for Instructors (Mentor and Conference data are *not* required for Lecturers, but teaching hours should be reported for all ranks).

Sample:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI			
Employee ID	Empl Rod	Effective Dt	Action	Action_Reason	Last Name	First Name	JobCode	JobCode Description	Employee Class	Dept	Department	Department	Job	Location	Appointment EndDate	Effective Date	Termination Reason (Resigned/Quit/Dr)	New Hire	Appoint End Date	Date of conference	Name (Last, First, Middle)	Students in Courses	HMS Mentor	Teaching Hours	Residents, Fellows, and Post-Docs	Supervision and Training	Research and Training	Teaching of Peers (eg, CME)	Hours of Local Presentation(s)	Hours Edu Mentor ing	Hours Edu Leadership	Hours Edu					
1	10833333	01/07/2010	HIR	HIR	Allen Jacob		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	Endocrinology	06/30/2015		6/30/2016	6/22/2015	Jones, SusanLove				400	200								50			
3	40522222	01/07/2014	XFR	PRO	Berkowitz Joseph		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	Cardiology	06/30/2015		6/30/2016	6/15/2015	Smith, Jordan				600												
4	10666666	01/01/2014	DTA	ABR	Elroy Mark		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	Pulmonary	06/30/2015		6/30/2016	5/11/2015	Combs, Julianne					800											
5	90555555	01/07/2007	PRO	PRO	McGinnis Suszann		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	Endocrinology	06/30/2015		6/30/2016	6/15/2015	Jones, SusanLove						1500										
6	90444444	01/06/2010	XFR	LAT	Rova Svetlana		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0033	DFCI, 44E	HMS004	Oncology	06/30/2015		6/30/2016	6/22/2015	Lopez-Carillo, Luis																
7	10688888	01/07/2012	PRO	PRO	Watanab Kyoko		000403	HMSHSOM D	Other Fac	CLIN	HMS	HMS	H0033	DFCI, 44E	HMS004	Oncology	06/30/2015		6/30/2016	6/22/2015	Lopez-Carillo, Luis																
8	90811111	01/05/2010	HIR	HIR	Frank Christoph		000462	Instructor, P D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	General Medicine	06/30/2015		6/30/2016	5/23/2015	Vicks, Doty					50											
9	40888888	01/07/2011	HIR	HIR	Pie Jac		000462	Instructor, P D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F	HMS004	General Medicine	06/30/2015		6/30/2016																		
10	90777777	01/05/2009	HIR	HIR	Discoll Raymond		000322	Lecturer, Ar D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F			06/30/2015		6/30/2016																		
11	20444444	01/07/1994	DTA	CNV	Volcy Vivian		000322	Lecturer, Ar D	Other Fac	CLIN	HMS	HMS	H0015	BWH, 75F			06/30/2015		6/30/2016																		
12																																					
13																																					

Helpful Hints:

- ✓ Reappointment should always be through June 30 of the following year.
- ✓ If someone is in the process of being promoted, reappoint so they remain active during the promotion process.

Submitting to OFA

Return the RAAP sheets no later than May 2, 2016 using the following naming convention:

DEPARTMENT NAME.LOCATION.INSTRUCTORS

Please email to facAppt@hms.harvard.edu, with a *cc* to your appointing department head.

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