



GLOSSARY

for the Faculty of Medicine Handbook

Academic Deans: Liaisons between HMS and some of its major affiliates around academic matters.

ad hoc Evaluation Committee: Committee formed for one-time task of reviewing a professorial promotion.

ad hoc Search Review Committee: Committee formed for one-time task of reviewing a professorial appointment that is recommended by a search committee.

Affiliate: One of the following 15 institutions with a formal affiliation agreement with HMS):

- Boston Children's Hospital (BCH)
- Beth Israel Deaconess Medical Center (BIDMC)
- VA Boston Healthcare System (VABHS)
- Brigham and Women's Hospital (BWH)
- Cambridge Health Alliance (CHA)
- Dana-Farber Cancer Institute (DFCI)
- Harvard Pilgrim Health Care Institute (HPHCI)
- Hebrew SeniorLife (HSL)
- Joslin Diabetes Center (JDC)
- Baker Center for Children and Families (BCC)
- Massachusetts Eye and Ear (MEE)
- Massachusetts General Hospital (MGH)
- McLean Hospital (McL)
- Mount Auburn Hospital (MAH)
- Spaulding Rehabilitation Hospital (SRH)

Area of Excellence (AoE): Major area of a faculty member's expertise, achievement and impact as evaluated in the promotion process. The three Areas of Excellence are: Clinical Expertise and Innovation, Investigation, and Teaching and Educational Leadership.

BSAG: Basic Sciences Administrator Group - Committee composed of executive administrative directors of the HMS basic and social science departments based on the quadrangle.

ARI: Office of Academic and Research Integrity

CAA: Office for Clinical and Academic Affairs

Clinical Department: Department based at one or more HMS affiliates or at HSDM. Faculty members appointed through clinical departments are not on a tenure clock.

Committee of Professors: All Professors appointed through the Faculty of Medicine whose main function is to consider nomination to the positions giving a seat on the Faculty of Medicine.

Committee on Appointments, Reappointments, and Promotions (CARP): HSDM committee comprised of all departmental and institutional leaders. CARP reviews all candidates for the rank of assistant or associate professor.

Corresponding Member of the Faculty (CMoF): An active appointment available to eligible individuals who have retired from any Harvard ladder appointments other than full-time Professor, Professor of the Practice, or Professor in Residence.

Council of Academic Deans (CAD): Committee comprised of the academic deans and the HMS deans most directly involved in the promotions and appointment process.

CV Generator: An online application providing current (and potential) HMS and HSDM faculty members the ability to create and maintain their curriculum vitae (CV). You can import an existing CV in the Harvard Faculty of Medicine format, or start a new CV. All data are securely stored and can be exported as a properly formatted document at any time.

Dean: Unless specified further, Dean refers to the Dean of the Faculty of Medicine.

Emeritus/a: An active appointment available to eligible individuals who have retired from Harvard appointments as full-time Professor, Professor of the Practice, or Professor in Residence

eTAD: Electronic Turn Around Document. This form is used to request all changes in faculty job status. It is generated from the *eTAD* tabs in a person's record in MARS. The *eTAD: Personal* is used for reporting demographic changes including important contact data such as current email, home address and telephone numbers. The *eTAD Job/Comp/Costing* is used to initiate appointment actions.

Faculty Council: A representative committee of voting faculty elected by their peers to serve in an advisory capacity to the Dean.

Faculty of Medicine (FoM): All faculty with appointments at Harvard Medical School (HMS) and Harvard School of Dental Medicine (HSDM).

Faculty Search Portal: Online platform used to track searches for faculty appointments at the affiliate hospitals.

Academic Profile Form: Form used to report work effort, work location, teaching assignment, mentor assignment and other verifications of eligibility for initial appointments.

Global and Community Health Appointments Committee (GlobeCom): Committee of faculty that reviews eligibility exceptions for Full-time or Part-time ladder appointments for faculty whose academic work takes place in global and community health settings outside Harvard.

Departmental Executive Committees: HMS committee typically composed of clinical appointing department heads across multiple affiliated institutions (e.g., the Surgery Executive Committee is composed of department heads from the Department of Surgery at BCH, BIDMC, BWH, and MGH). Executive Committees review promotion candidates nominated for the rank of Assistant Professor and above.

HSDM Executive Committee: HSDM committee composed of all full-time full Professors at HSDM.

Updated August 2025

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The HSDM Executive Committee reviews all senior faculty appointments at HSDM. In the promotion and appointment processes, the HSDM Executive Committee may function as an executive committee and a senior appointments committee.

Ladder Faculty: Individuals at the rank of Instructor, Assistant, Associate or full Professor. Ladder faculty are eligible to be considered for promotion along the academic ladder until attaining the rank of Professor or Professor of Clinical X.

Longer Service: A standing sub-committee of the Promotions, Reappointments and Appointments Committee that reviews all promotions to Assistant Professor via Longer Service Criteria (both full and part-time).

MARS: Medical Area Reporting System. A data repository for all faculty appointment actions entered into PeopleSoft. It is an interactive application which allows individuals with access to view faculty appointments and generate related reports.

Member of the Faculty (MoF): A holding appointment for newly recruited faculty while awaiting approval of an intended title.

OCCE: Office for Culture and Community Engagement

OFA: Office for Faculty Affairs

PeopleSoft: Harvard University's data system. Appointee information such as Personal Information, Benefits and Payroll (if applicable), Time and Absence, and Job information pertinent to faculty is securely entered and managed in PeopleSoft.

Preclinical Chairs (PCC): Committee composed of department heads from HMS basic and social science departments based on the quadrangle. In the promotion and appointment processes, the PCC may function as both an Executive Committee and a Senior Appointments Committee.

Promotions, Reappointments and Appointments Committee (P&R): Two standing committees each composed of ~30-35 HMS/HSDM professors that review all appointments and promotions to Assistant Professor and Associate Professor (full- and part-time).

QuickHire Form: Electronic form to submit a request to the Office for Faculty Affairs for an initial academic appointment.

RAAP: The annual reappointment process through which annual faculty appointments (Lecturer, Instructor, Member of the Faculty) are extended, and through which it is verified that these faculty continue to meet the criteria applicable to their rank. Typically, the end date of an annual appointment is June 30 and reappointments are effective July 1.

Senior Appointments Committee: Institutional committee composed of senior faculty from an affiliate or the clinical network organization of one or more affiliates. SACs review candidates for promotion to senior faculty appointments (e.g., Professor, Professor of Clinical X, Professor Part-time, Professor in Residence, and Professor of the Practice) and professorial searches. These committees are also institutionally referred to as Committees on Senior Appointments (e.g., BIDMC COSA).

Senior Faculty: Faculty who hold professorial-level appointments (e.g., Professor, Professor of Clinical X, Professor Part-time, Professor in Residence, and Professor of the Practice).

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Significant Supporting Activity (SSA): Activity outside a faculty member's Area of Excellence to which the faculty member makes substantial contributions as evaluated in the promotion process. The six Significant Supporting Activities are Academic Engagement and Inclusion, Administration and Institutional Service, Clinical Expertise, Education of Patients and Service to the Community, Investigation, and Special Merit in Education.

Social Science Council (SSC): Committee composed of departmental leadership from HMS social science departments based on the quadrangle. In the promotion and appointment processes, the SSC may function as both an Executive Committee and a Senior Appointments Committee.

Subcommittee of Professors (SOP): A standing committee composed of ~30 professors from the Faculty of Medicine that reviews all promotions or appointments to Professor, Professor Part-time, Professor in Residence, and Professor of the Practice. Members also serve as chairs on all professorial *ad hoc* evaluation committees or as the SOP Reporter for *ad hoc* search review committees.

TRAAP: The reappointment process for term faculty (Assistant and Associate Professors) and for parttime Professors. Through this process, it is verified that these faculty continue to meet the criteria applicable to their rank and that they remain in good standing. Typically, the reappointment date will be on 10/30 at an interval of every three years for an Assistant Professor, five years for an Associate Professor, and five years for a Professor, Part-time, Professor in Residence (Full-time and Part-time), Professors of the Practice (Full-time and Part-time) and Professor of Clinical X (Full-time and Parttime).

Voting Faculty: Professors, Professors of Clinical X, Professors in Residence, Professor of the Practice, Associate Professors, Assistant Professors, three-year Senior Lecturers, and three-year Lecturers are voting members of the faculty. Other institutional or administrative personnel and Principal Associates may be appointed to voting faculty status on an individual basis. HMS/HSDM voting faculty may not hold voting faculty appointments at any other academic institution(s).