



## Instructor GUIDE and CHECKLIST

The Instructor appointment is an affiliate-only, entry-level, ladder, non-voting faculty appointment following postdoctoral clinical or research training that may be renewed annually. Instructor appointments are not granted in Basic and Social Science Departments. Faculty appointed as Instructors are individuals who are considered by their Department Heads to have academic promise and to be potentially eligible for future promotion upon meeting criteria for the rank of Assistant Professor or to be future candidates in searches for faculty at the Assistant Professor rank. Individuals with terminal degrees in non-physician-equivalent health professions ordinarily are not eligible for Instructor appointments; rare exceptions may be granted for candidates anticipated to achieve successful promotion in Investigation as their Area of Excellence. The faculty member's title, Instructor or Instructor, Part-time, is based on whether the individual's commitment to the HMS role meets full-time or part-time criteria.

### Basic Requirements/ Eligibility:

- MD or PhD
- 1 year or more of post-doctoral training
- Not currently still serving in a training role
- Not currently holding an unmodified, ladder appointment at another academic institution.
- Recruited via **competitive search** via the Faculty Search Portal unless exception is granted as noted below.
- The academic is residing within a **commutable distance to Boston**.

**Link to Handbook:** [10. Instructor – Faculty of Medicine Handbook](#)

### Job Codes

- Instructor, Full-Time – 000403
- Instructor, Part-Time – 000462

### Actions:

All paperwork related to Instructor transactions should be submitted to [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) unless otherwise stated.

### New Appointment:

Department Head writes to the Dean of the Faculty of Medicine via the OFA requesting approval for an Instructor appointment.

Department Administrator:

- Completes QuickHire form in PeopleSoft for individuals external to HMS or if the previous appointment expired more than two (2) years ago, OR
- eTAD for individuals who have held an appointment or position at HMS within the last two years. Include a Personal eTAD if demographic updates are needed.

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- Appointment term dates may start at any time during the year and end on 6/30. Off-cycle terms are permitted after discussion with OFA.
- Department administrator submits materials electronically in one (1) PDF to the OFA at: [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu)
  - Nominating letter from the department head using template “Department Head Letter for Instructor Appointment TEMPLATE”
  - Candidate’s CV \*(any format)\*
  - Academic Profile Form using template “Academic Profile Form”
  - Search Documentation: The Search ID# referencing a completed search from the Faculty Search Portal is required to be entered onto the APF form if the individual is external or currently holding a rank that does not qualify for a search exception; refer to FoM Handbook section [5.4. Search Requirements and Exceptions – Faculty of Medicine Handbook](#) for search exceptions.

### **Reappointments:**

Reappointment of Instructor appointments require that 50 hours of teaching has been accomplished in the previous academic year and an annual career conference meeting was held with an assigned mentor.

Reappointment of Instructor appointments are completed during the RAAP process each spring.

*Additional information related to the RAAP process is included in the RAAP Instruction Guides.*

The Department Administrator, under the authority of the Department Head, requests approval for reappointment.

- If submitting materials via the annual RAAP process:
  - Using Dropbox, department submits a MARS generated spreadsheet that includes the following:
    - New appointment dates or termination date if appointment is not continuing
    - The faculty member’s accounting of teaching hours from the prior academic year
    - The name of the current mentor and date of most recent annual career conference
  - Send an email to [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) with the Department Head copied, with the Faculty of Medicine Statement on Integrity and Professionalism in the body of the email. This email is intended to alert the OFA of your submission and indicate to OFA the Department Head is supportive of the submission contents. This email is required for OFA to process your submission.

- If submitting materials outside of the annual RAAP process:
  - eTAD with the new appointment term dates, signed by the Department Head, in place of the MARS generated spreadsheet
  - Brief letter from the Department Head requesting reappointment that includes the following:
    - Accounting of at least 50 teaching hours from the previous academic year
    - The name of the current mentor and date of most recent annual career conference
  - Please note that if terminating a Lecturer appointment outside of the RAAP process, please indicate this on the eTAD and refer to Section 4.6 of the Faculty of Medicine Handbook for guidelines related to Termination Procedures to determine if additional actions are required.

## Terminations

- Each Spring, the Department Head submits via the RAAP process by email to the OFA at: [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) and Dropbox:
  - A MARS-generated spreadsheet that includes the following information:
  - Updated effective date of the termination and the updated last date worked
  - Indicate the type of termination (voluntary – VNO or involuntary – INV)
  - Brief explanation for the termination in the Notes column
- For off-cycle terminations, we would need to see the following items emailed to OFA at [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu) to include:
  - Signed eTAD from the Department Head
  - Updated effective date of the termination and the updated last date worked
  - Indicate the type of termination (voluntary – VNO or involuntary – INV)
  - Brief explanation for the termination in the Comments box