



## **Materials Required for Assistant Professor by Longer Service Criteria CHECKLIST**

Please ensure that all materials are complete prior to submission. Authorized departmental administrators should submit the following materials electronically via the designated HMS Dropbox folder that has been shared with them, and send a corresponding notification email (no attachments, please) to PnR@hms.harvard.edu:

### Longer Service Criteria Assistant Professor Promotion Cover Sheet

- Department Head signature
- Executive Committee chair signature (or separate letter)
- Harvard University ID (HUID) of candidate
- Response from the department regarding the *Statement on Integrity and Professionalism*

Department Head nominating letter for Longer Service Criteria (template available on the “Forms and Templates” page)

Candidate’s CV in the Harvard Faculty of Medicine format

Required letters of evaluation:

- Minimum of 3 letters that speak to teaching contributions and impact (at least 2 from internal writers appointed by Harvard and/or any of its primary affiliates; 3<sup>rd</sup> letter can be from either inside or outside Harvard and/or any of its primary affiliates)
- Evaluators must hold an active title of Assistant Professor, Associate Professor, or Professor at an academic institution and cannot be primarily Emeritus/Emerita or Adjunct