



Materials Required for Reappointment as Professor, Part-time CHECKLIST

Professor, Part-Time appointments are 5-years in duration and reappointments are managed via the TRAAP process each fall. However, reappointment materials can be submitted at any time to the OFA based on the end date of the appointment.

Please electronically submit the following materials to the Office for Faculty Affairs at facappt@hms.harvard.edu. Please allow for sufficient time in gathering materials so that all materials are complete prior to the yearly September deadline for submission.

Nominating letter from the department head, using template “Term Reappointment Request Letter” which includes the following:

- Requested reappointment term (5 years from the point of current term expiration)
- Candidate’s current role(s) and contribution(s) to the department and to the field
- Any role(s) at for-profit companies including title(s) and level of effort, if applicable
- Candidate’s teaching and mentoring contributions, including clear documentation that minimum teaching hours are met (≥ 50 hours per year) as well as an assessment of the quality of these contributions.
- A statement describing the source of funds to support the reappointment.
- A statement indicating the date of the candidate’s most recent career conference
- Faculty of Medicine Integrity and Professionalism statement (included in template)

Candidate’s updated CV in Faculty of Medicine format

- Current and former titles should match records available through *MARS*, with current title listed as Professor of [Department], Part-time
- Teaching responsibilities should be clearly documented
- Industry roles should be documented, including time commitment

At least six (6) letters in support of the reappointment

- All letters must come from individuals at the rank of full Professor or equivalent (e.g., Senior Scientist at the NIH)
 - Please avoid using Emeritus/Emerita or Adjunct Professors as letter writers
- Three (3) letters from faculty within the Harvard system, addressing the candidate's current contributions to the department
 - At least one letter from the candidate's home department
 - At least one letter from outside the candidate's home department
- Three (3) letters must come from faculty outside the Harvard system, discussing the candidate's continuing national reputation
 - Letters may come from former or current collaborators
 - No more than one letter per outside institution
 - No more than one letter may come from a faculty member with a modified title (e.g., Clinical Professor or Research Professor)