



Materials Required for Reappointment as Professor of the Practice CHECKLIST

Professors of the Practice who have completed a 5-year term are eligible for reappointment, with no limit on number of reappointments.

The majority of Professor of Clinical X, appointments expire on October 30 of the 5th year of the appointment. Please review the current Appointee Roster via MARS for accurate expiration dates of these appointments. Reappointment materials are usually submitted via the Term Reappointment Process in the fall of each year, but can be submitted to OFA at any point during the academic year.

Please submit as (1) pdf to the Office for Faculty Affairs at facappt@hms.harvard.edu:

- Nominating letter from the department head using template “Term Reappointment Request Letter”, which includes the following:
 - An assessment of the level of productivity, the quality of contributions, and the teaching activities of the candidate during the past term
 - A statement describing the source of funds to support the reappointment
 - Faculty of Medicine Integrity and Professionalism statement (included in the template)

- Candidate’s updated CV in Faculty of Medicine format

- At least six (6) letters in support of the reappointment. *The candidate should not contact letter writers or potential letter writers directly; inquiries from the letter writers should be directed to the Department.*
 - 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 Full Professors 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 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)
- At least 2 letters must come from individuals holding active academic titles at the rank of Full Professor or equivalent; the other letter may be from a non-academic practitioner in the candidate's field (e.g., a senior leader in government, industry, or the non-profit sector)