



## Materials Required for Reappointment as Professor in Residence (PiR) CHECKLIST

Professors in Residence who have completed one 5-year term are eligible for reappointment for one (1) additional 5-year term.

The majority of Professor in Residence appointments expire on October 30 of the 5<sup>th</sup> 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 one (1) pdf to the Office for Faculty Affairs at [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu):

Nominating letter from the department head using the “Term Reappointment Request Letter Template”, 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 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 writes 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 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)

*Reviewed AY25.26; Updated July 2026*