



Materials Required for Promotion to Professor of Clinical X CHECKLIST

Please upload files to the professorial Dropbox folder named for your department. Please ensure that all materials are complete prior to submission, and **all documents are uploaded as separate files**, at the same time. Please also send an email notification (without attachments) to professorial.materials@hms.harvard.edu to alert the OFA team that a submission has been added to the folder.

- ☐ Nominating letter from the department head
 - Letter template available (see Section 7, [Checklists, Forms, Guides and Templates](#))
 - Please include the Statement of Integrity and Professionalism:
"This candidate is, or is expected to be, a faculty member in good standing with an appropriate hospital, Basic Science or Social Science Department, and/or HSDM appointment and associated credentialing, as relevant. To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a medical school or other institution of higher education, a hospital, a state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no pending or closed investigations or other concerns known to me that raise questions about the candidate's integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate's contributions as a member of the Faculty of Medicine of Harvard University."
- ☐ Approval letter from the HMS/HSDM Executive Committee
- ☐ Recommended Reviewers List Excel outlining suggestions for letter writers and comparands, *(no requirement for ad hoc committee members)*
 - This list should be submitted using the excel template named "Recommended Reviewers List Excel for Promotion to Professor TEMPLATE" (with no formatting changes) and must be approved by the department's HMS Executive Committee. Departments should indicate this approval by checking the box in the top left corner of the Excel template
- ☐ List of 360-style survey recipients
 - This list should be submitted using the template available on the OFA website, including information about context and recency of interactions with the candidate

- ☐ Candidate's CV in Faculty of Medicine format
 - Please note that the CV must include a narrative report that emphasizes broad-based contributions arising out of clinical expertise and excellence that have advanced the practice of medicine
- ☐ Candidate's Statement of Impact
 - Candidate's assertion to their impact advancing the practice of medicine
- ☐ Annotated bibliography of the candidate's ten most significant scholarly contributions
- ☐ PDF files of the candidate's ten most significant scholarly contributions
 - If scholarly contributions are in a form not easily converted into a PDF/electronic format, please contact the OFA