



Materials Required for Initial Appointment as Professor of the Practice 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 online (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 Executive Committee (for clinical departments) or the PCC/SSC (for basic and social science departments)
- ☐ 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 either the department's HMS Executive Committee or the PCC/SSC. Departments should indicate this approval by checking the box in the top left corner of the excel template
 - Comparands should be **leading (non-academic) practitioners** in the candidate's field
 - At least 50% of outside letter writers should have active academic appointments as Full Professor or equivalent
- ☐ Candidate's CV in Faculty of Medicine format
 - Please note that the CV must include a narrative report
- ☐ Candidate's Statement of Impact
 - Guide available online (see Section 7, [Checklists, Forms, Guides and Templates](#))