



Materials Required for Submission for the Rank of Professor in a Secondary Department within the Faculty of Medicine 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.

If an institution has a Senior Appointments Committee (e.g., BCH, BIDMC, BWH, DFCI, MGH), the OFA will share the submitted materials with the appropriate committee for review and obtain documentation of approval from that committee.

- ☐ Nominating letter from the Department Head of the secondary appointing department
 - A letter containing a description of the candidate, and an explanation of the significant contribution(s) to the teaching, research and/or clinical programs that would warrant an appointment in the secondary department
 - Note: This letter does not need to reiterate the candidate's primary achievements in his/her area of excellence; rather, it should focus on the contributions (or planned future contributions) to the second department
 - 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."
- ☐ Co-signature on this letter or a separate letter from the Head of the primary department, indicating approval
- ☐ Approval letter from the HMS/HSDM Executive Committee of the secondary department (for clinical departments) or PCC/SSC (for basic and social science departments)
- ☐ Candidate's CV in the Faculty of Medicine format
- ☐ Two (2) letters from Professors in the proposed secondary department, documenting the rationale for the secondary appointment