



## Materials Required for Submission for Promotion to the Rank of Professor CHECKLIST

Please electronically submit the following materials to the Office for Faculty Affairs at [professorial.materials@hms.harvard.edu](mailto:professorial.materials@hms.harvard.edu). Please ensure that all materials are complete prior to submission, and **all documents are sent as separate files**, at the same time.

- Nominating letter from the department head
  - Please include the Statement of Integrity and Professionalism:

“This candidate is 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 (for basic science departments)
  
- Recommended Reviewers List Grid outlining suggestions for letter writers, comparands, and *ad hoc* members
  - This list should be submitted using the grid template named “Recommended Reviewers List Grid for Promotion to Professor TEMPLATE” (with no formatting changes) and must be approved by either the department’s HMS Executive Committee or the PCC.
  
- Candidate’s CV in Faculty of Medicine format
  - Please note that the CV must include a narrative report
  
- PDF files of the candidate’s ten most significant scholarly works
  - If scholarly works are in a form not easily converted into a PDF/electronic format, please contact the OFA
  - Name the corresponding PDFs “Article X,” where X is the publication’s number as it appears in your annotated bibliography (i.e., the PDF of the first article in your bibliography would be named “Article1.pdf”)