



**Materials Required for Reappointment as Professor, Part-time
CHECKLIST**

Please electronically submit the following materials to the Office for Faculty Affairs at facappt@hms.harvard.edu. Please allow for sufficient time in gathering materials so that all materials are complete prior to the yearly September deadline for submission.

Nominating letter from the department head, which includes the following:

- Candidate's current role(s) and contribution(s) to the department and to the field
- Any role(s) at for-profit companies including title(s) and level of effort, if applicable
- Candidate's teaching and mentoring contributions, including clear documentation that minimum teaching hours are met (≥ 50 hours per year)
- Faculty of Medicine Integrity and Professionalism statement:

[FOR CURRENT FACULTY] "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. [FOR ALL FACULTY, CURRENT AND FUTURE] 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."

Candidate's updated CV in Faculty of Medicine format

- Current and former titles should match records available through *MARS*, with current title listed as Professor of [Department], Part-time
- Teaching responsibilities should be clearly documented
- Industry roles should be documented, including time commitment

At least six (6) letters in support of the reappointment

- 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)