



## Materials Required for Reappointment as Professor of the Practice

### CHECKLIST

Professors of the Practice who have completed a 5-year term are eligible for reappointment. All materials can be electronically submitted to the Office for Faculty Affairs at [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu).

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

- An assessment of the level of productivity, the quality of contributions, and the teaching activities of the candidate during the past term
- 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

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

- Three (3) letters from Full Professors 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 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)
  - At least 2 letters must come from individuals holding active academic titles at the rank of Full Professor or equivalent; the other letter may be from a non-academic practitioner in the candidate’s field (e.g., a senior leader in government, industry, or the non-profit sector)