



Member of Faculty (Holding Appointment) GUIDE and CHECKLIST

A Member of the Faculty appointment is a holding appointment for new faculty to HMS, who are awaiting HMS review and approval of the appropriate ladder appointment above the rank of Instructor (Assistant Professor, Associate Professor, Professor.) The Member of the Faculty appointment is a 1-year appointment, with the availability to be renewed for an additional 1 year. Member of the Faculty appointments should not surpass 2 years in duration including time needed by HMS to review the ladder appointment materials.

Internal candidates that have a current academic appointment and are being proposed for promotion to a ladder appointment do not need to be awarded a holding appointment while the promotion process is navigated. Rather, they should maintain their current academic appointment through the promotion process. Please consult with OFA if there are questions on whether a Member of the Faculty appointment is appropriate.

Quad-Based Member of Faculty Appointments: please consult with OFA early in the recruitment process, prior to initiating an appointment request, as there are unique requirements and workflows to consider.

Basic Requirements:

- MD or PhD
- 1 year or more of post-doctoral training
- Not currently still serving in a training role
- Not currently holding an unmodified, ladder appointment at another academic institution.
- Recruited via competitive search unless exception is granted as noted in the FoM section [5.4. Search Requirements and Exceptions – Faculty of Medicine Handbook](#)

Link to Handbook: [4.4. Member of the Faculty – Faculty of Medicine Handbook](#)

Job Codes

- Member of the Faculty – 010000

Actions:

All initial paperwork related to initial Member of the Faculty transactions should be submitted to facappt@hms.harvard.edu.

New Appointment:

Department Head writes to the Dean of the Faculty of Medicine via the OFA requesting approval for a Member of the Faculty holding appointment.

Department Administrator:

- Completes QuickHire form in PeopleSoft for individuals external to HMS or if the previous appointment expired more than two (2) years ago, OR
- eTAD for individuals who have held an appointment or position at HMS within the last two years. Include a Personal eTAD if demographic updates are needed.
 - **Appointment term dates may start at any time during the year and should be entered for 1-year in duration.**
- Department administrator submits materials electronically in one (1) PDF to the OFA at: facappt@hms.harvard.edu
 - Nominating letter from the department head using template “Department Head Letter for Member of Faculty Appointment TEMPLATE”
 - Candidate’s CV *(any format)*
 - Academic Profile Form using template “Academic Profile Form”
 - Search Documentation: The Search ID# referencing a completed search from the Faculty Search Portal is required to be entered onto the APF form if the individual is external or currently holding a rank that does not qualify for a search exception; refer to FoM Handbook section [5.4. Search Requirements and Exceptions – Faculty of Medicine Handbook](#) for search exceptions

OFA will review and return a decision as soon as practicable.

If a newly generated HUID, the Department Administrator will receive electronic notification when the HUID has been created in the HU System.

New Member of Faculty Appointees, along with Department Administrators, will receive a notice containing resources to assist with the completion of the appointment materials required for the consideration of the ladder-rank appointment.

Reappointments

As a rule, a Member of the Faculty appointment at HMS has a term limit of one year; it is designed as a holding appointment while materials are being assembled for an appointment to a ladder faculty rank and held until the rank title is approved or alternate rank is suggested. A 1-year extension (for a total of 2 years) is permitted upon request to OFA.

- Please submit an eTAD to facappt@hms.harvard.edu to request a 1-year extension/reappointment.

Once the ladder faculty rank is approved, the effective date of the appointment is generally not backdated to the start of the Member of Faculty appointment. The effective date of the ladder rank may not ultimately match the employment start date of the candidate.

Dossier Submission:

- Please refer to the guide “Materials Required for Assistant or Associate Prof Checklist” for a detailed outline of required materials for submission.

IMPORTANT:

Please ensure all outside activities as outlined in the FoM Handbook [4.3.1. Outside Activities – Faculty of Medicine Handbook](#) are addressed prior to submitting the dossier for review.