



Lecturer GUIDE and CHECKLIST

The Lecturer title is reserved for individuals whose primary faculty role is to contribute to the teaching mission of the Faculty of Medicine, as defined in Section 4. For this section, the term Lecturer will be used to represent Lecturers and Senior Lecturers unless otherwise specified that procedures vary between the two. Senior Lecturers are individuals whose academic contributions and reputation are consistent with the general criteria for a Professor appointment, typically denoted as having previously held an appointment as Professor either at HMS/HSDM or a professorial appointment at an outside institution.

Eligibility:

As a rule, faculty who hold the Lecturer title will not be pursuing promotion along the academic ladder, although transition to the ladder (Instructor, Assistant, Associate or Professor) is possible, dependent on nomination from a Department Head, meeting the academic criteria for a ladder appointment, and meeting the requirements for a search.

Lecturer, Full-Time appointments require that the academic is residing within a commutable distance to Boston.

Faculty whose role in the Faculty of Medicine is limited to less than one (1) day per week, who hold voting appointments at other academic institutions, or who spend the majority of their time at other academic institutions, could be candidates for annual Lecturer, Part-time appointments.

Basic requirements:

- MD or PhD
- 1 year or more of post-doctoral training
- Not currently still serving in a training role

Link to Handbook: <https://facultyhandbook.hms.harvard.edu/11lect/>

Job Codes

- Lecturer, Full-Time (annual, non-voting) – 000322
- Lecturer, Part-Time (annual, non-voting) – 000321
- Lecturer, Full-Time (3-year, voting) – 000302
- Lecturer, Part-Time (3-year, non-voting) - 000304
- Senior Lecturer, Full-Time (annual, non-voting) – 000301
- Senior Lecturer, Part-Time (annual, non-voting) – 000320
- Senior Lecturer, Full-Time (3-year, voting) – 000300
- Senior Lecturer, Part-Time (3-year, non-voting) - 000305

Actions:

All paperwork related to Lecturer transactions should be submitted to facappt@hms.harvard.edu unless otherwise stated.

New Appointment:

Department Head writes to the Dean of the Faculty of Medicine via the OFA requesting approval for a Lecturer 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. Please also include the “Personal eTAD” if there are demographic updates to be made to the record.
 - Appointment term dates may start at anytime during the year based on the submission date, and end on 6/30 of the academic year for annual appointments and 10/30 for term appointments. Off-cycle terms are permitted after discussion with OFA.
- 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 Lecturer Appointment”
 - Completed Academic Profile Form using template “Academic Profile Form”
 - Candidate’s CV in any format, along with the basic CV information entered onto the Academic Profile Form.

Reappointments

Reappointment of Lecturer and Sr. Lecturer appointments (both 1-year and 3-year terms) require that 50 hours of teaching has been accomplished in the previous academic year. There are no requirements for meeting with a mentor and holding an annual career conference in this rank.

Reappointment of the 1-year Lecturer and Sr. Lecturer appointments are completed during the RAAP process each spring; 3-year Lecturer and 3-year Sr. Lecturer appointments are completed via the TRAAP process each fall.

Additional information related to the RAAP and TRAAP process is included in the RAAP and TRAAP Instruction Guides.

The Department Administrator under the authority of the Department Head, writes to the Dean requesting approval for reappointment as **Annual Lecturer or Annual Senior Lecturer**:

- If submitting materials via the annual RAAP process:
 - Using Dropbox, department submits a MARS generated spreadsheet that includes the following:
 - New appointment dates or termination date if appointment is not continuing
 - The faculty member's accounting of teaching hours from the prior academic year
 - Send an email to facappt@hms.harvard.edu with the Department Head copied, with the Faculty of Medicine Statement on Integrity and Professionalism in the body of the email. This email is intended to alert the OFA of your submission and indicate to OFA the Department Head is supportive of the submission contents. This email is required for OFA to process your submission.

- If submitting materials outside of the annual RAAP process for **Annual Lecturer or Annual Senior Lecturer**:
 - eTAD with the new appointment term dates, signed by the Department Head, in place of the MARS generated spreadsheet.
 - Brief letter from the Department Head requesting reappointment that includes the following:
 - Accounting of at least 50 teaching hours from the previous academic year
 - Please note that if terminating a Lecturer appointment outside of the RAAP process, please indicate this on the eTAD and refer to Section 4.6 of the Faculty of Medicine Handbook for guidelines related to Termination Procedures to determine if additional actions are required.

- If submitting materials via the annual TRAAP process for **3-year Lecturers and 3-year Senior Lecturers**:
 - Using Dropbox, department submits a MARS generated spreadsheet that includes the following:
 - New appointment dates or termination date if appointment is not continuing. 3-year terms generally start on 10/31 of the year and naturally end on 10/30.
 - The faculty member's accounting of teaching hours from the prior academic year
 - Department submits the following materials electronically in one (1) PDF to the OFA at: facappt@hms.harvard.edu
 - Department Head letter using template "Term Reappointment Request Letter" which includes the following:
 - Requested reappointment term (3 years from the point of current term expiration)
 - Candidate's current role(s) and contribution(s) to teaching, research, clinical and administrative needs of the department and to the field
 - Clear documentation that minimum teaching hours are met (≥ 50 hours per year) as well as an assessment of the quality of these contributions
 - Faculty of Medicine Integrity and Professionalism statement
 - An updated CV from the candidate Faculty of Medicine format

- If submitting materials outside of the annual TRAAP process **for 3-year Lecturers and 3-year Senior Lecturers:**
 - eTAD with the new appointment term dates, signed by the Department Head, in place of the MARS generated spreadsheet.
 - Department submits the following materials electronically in one (1) PDF to the OFA at: facappt@hms.harvard.edu
 - Department Head letter using template “Term Reappointment Request Letter” which includes the following:
 - Requested reappointment term (3 years from the point of current term expiration)
 - Candidate’s current role(s) and contribution(s) to teaching, research, clinical and administrative needs of the department and to the field
 - Clear documentation that minimum teaching hours are met (≥ 50 hours per year) as well as an assessment of the quality of these contributions
 - Faculty of Medicine Integrity and Professionalism statement
 - An updated CV from the candidate Faculty of Medicine format

Terminations

If submitting a termination via the RAAP or TRAAP process:

Within the MARS-generated spreadsheet, enter the following information:

- Updated effective date of the termination and the updated last date worked
- Indicate the type of termination (voluntary – VNO or involuntary – INV)
- Brief explanation for the termination in the Notes column

For off-cycle terminations:

Submit via facappt@hms.harvard.edu:

- Signed eTAD from the Department Head that includes the effective date of the termination
- Indicate the type of termination (voluntary – VNO or involuntary – INV)
- Brief explanation for the termination in the Comments box on the eTAD