



OFA Email Directory

		Email Address	Use this email account for questions/communication re:
Academic Appointments	Annual, Reappointments, Status Changes & Reporting	facappt@hms.harvard.edu	<ul style="list-style-type: none"> Instructor, Lecturer, Senior Lecturer, Corresponding Member of the Faculty, Emeritus/Emerita, Visiting, Member of the Faculty Appointments Changes of Status (Leaves, Transfers, Terminations) & Data Corrections Reappointments for ALL ranks Requests for exemptions from Full-time or Part-time appointment criteria Licensing Requests (BORiM), Credentialing for faculty appointees & Fulbright Processing Faculty Data Reporting via online form
	Assistant & Associate	PnR@hms.harvard.edu	<ul style="list-style-type: none"> Notification to OFA that Assistant, Associate Professor and Principal Associate appointment and promotion materials have been uploaded to the designated HMS Dropbox folder For questions regarding promotion or appointment status to Assistant or Associate, please contact ofa_promotions@hms.harvard.edu
	Full Professor	Professorial.materials@hms.harvard.edu	<ul style="list-style-type: none"> Promotion, initial requests and nomination materials for Full-time and Part-time professorial candidates (Professor, Professor of Clinical X, Professor in Residence, Professor of the Practice, Target of Opportunity search exception mechanism) Materials for secondary professorial appointments For questions regarding promotion or appointment status to Professor, please contact ofa_promotions@hms.harvard.edu
	Other Academics	ACADappt@hms.harvard.edu	<ul style="list-style-type: none"> Clinical Fellow, Research Fellow, Associate, Research Associate, Teaching Associate, Research Scientist and Visiting Appointments Non-faculty academic appointments Changes of status (terminations, transfers) Data corrections Credentialing for non-faculty appointees
Faculty Recruitment, Resources & Development	Faculty Search Portal	FacultySearchPortal@hms.harvard.edu	<ul style="list-style-type: none"> Search processes for Instructor, Assistant, Associate and/or Full Professor
	CV, Promotion, & Appointment	ofa_promotions@hms.harvard.edu	<ul style="list-style-type: none"> Faculty promotions and appointment process, including CV questions Requests for faculty promotion consultations Assistant, Associate & Professor promotion or appointment status
	CV Generator	CVGenerator@hms.harvard.edu	<ul style="list-style-type: none"> CV Generator tool (questions and feedback)
	OFA Systems Access	ofasystemaccess@hms.harvard.edu	<ul style="list-style-type: none"> Administrative Access Request Survey (accessible via online form) Designated Access Authorizers
	Faculty Development	HMSOFA_Programs@hms.harvard.edu	<ul style="list-style-type: none"> HMS faculty development programs and resources (including: Upcoming Promotion and CV Webinars and Video Library, Eleanor and Miles Shore Faculty Development Award Program, Faculty Orientation Series, HMS/HSDM Leadership Development Course)
Other	Endowed Professorships	endowedprof@hms.harvard.edu	<ul style="list-style-type: none"> Nomination materials for Endowed Professor, Endowed Associate and Endowed Distinguished Professor appointments. Requests for Endowed Emeritus/Emerita Professor appointments
	General	OFA@hms.harvard.edu	<ul style="list-style-type: none"> General questions regarding the Office for Faculty Affairs
	JCSW	JCSW_AdminAssist@hms.harvard.edu	<ul style="list-style-type: none"> General questions regarding the Joint Committee on the Status of Women (JCSW)