



Principal Associate Appointment Materials Required CHECKLIST

Authorized departmental administrators should submit the following materials electronically via the designated HMS Dropbox folder that has been shared with them, and send a corresponding notification email (no attachments, please) to PnR@hms.harvard.edu:

Principal Associate Appointment Cover Sheet

- Department Head signature
- Executive Committee chair signature (or separate letter) for clinical departments
- Harvard University ID (HUID) of candidate
- Response from the department regarding the *Statement on Integrity and Professionalism*

Nominating letter from the Department Head of the appointing department

- The letter of nomination should include a description of the candidate's activities and overall contribution to the department, as well as justification for elevating the candidate to a 3-year appointment.

Candidate's CV in the Harvard Faculty of Medicine format

Required letters of evaluation:

- Minimum of 3 letters. Evaluators must hold an active title of Associate Professor or Professor at HMS/HSDM and cannot be primarily Emeritus/Emerita or Adjunct.
- Additional letters from other evaluators may be included if they have a unique and valued perspective on the candidate.
- Candidates should not contact evaluators directly; all communication regarding letters of evaluation should come from the department.