



Term Reappointment TRAAP Instruction GUIDE

Reappointment of Term Faculty

Term faculty are appointed for 3- or 5-year terms ending October 30 of the final year. Departments must review expiring appointments and submit reappointment documentation for those continuing on October 31. All faculty must teach at least 50 hours annually within the Harvard community, and scheduled teaching must be documented for accreditation purposes.

The HMS Medical Area Reporting System (MARS) provides the **Term Reappointments List** to support this process. Departments must submit the TRAAP report (Excel) and supporting documentation (single PDF) to the Office of Faculty Affairs.

Faculty included in the TRAAP report with appointments ending between the report date and **December 31**, with most ending on **October 30**:

- Assistant and Associate Professors (full/part-time)
- 3-year Senior Lecturers
- 3-year Lecturers (full/part-time)
- Research Scientist and Senior Research Scientist
- Principal Associates
- Professors (part-time)
- Professors in Residence (end of first 5-year term)
- Professors of the Practice (full/part-time)
- Secondary Assistant, Associate, and full Professors

** OFA will contact departments that have Full Professors listed on this report, who normally do not have an end date of their appointment, but are currently showing an end date. These individuals are showing on the report because they may on leave or transitioning to new roles, and their records require special handling.

A **Sample Communication and Data Collection Template** is available on the [Faculty Affairs website](#) to assist in collecting required information from our faculty.

Getting Started: TRAAP Report in MARS

1. MARS (Medical Area Reporting System) can be accessed via this link: [MARS](#)
2. From MARS, using the drop-down function for **HR Reports** in the grey banner on the left-hand side of the page select **Employees and Job Lists**
3. On the next screen, click on **Term Reappointments List**

If you are the administrator of term reappointments for your department and need access to MARS to run this report, please contact facappt@hms.harvard.edu.

Run the Department Term Reappointments List.

1. Select your department(s) from the drop-down list.
2. You can run a report by division or location, if desired.
3. Once criteria are selected, click **Search**
4. At the top middle of the screen, use the **Actions** drop down function to select **Download**
5. In the download pop up window, click on the **Excel** report icon and then click **Download**
6. The report will appear in your **Downloads** file

Note: The MARS Excel output may be in CSV format. You may need to save as .xlsx depending on your computer's operating system.

Complete the TRAAP Spreadsheet

1. Enter the new end date in the column "New Appointment End Date" that is either 3 years or 5 years in the future depending on rank:

3-Year Terms	5-Year Terms
Assistant Professor (all)	Associate Professor (all)
Sr. Lecturer 3-Year	Professor, Part Time
Lecturer 3-Year	Professor in Residence
Principal Associate	Professor of the Practice
Research Scientist	Research Scientist, Senior
Secondary Assistant Professor	Secondary Associate Professor
	Secondary Professor

2. Record the name of the faculty mentor and the date of the last annual conference held with the mentor in the appropriate columns.
3. Record the teaching hours under the appropriate column on the term reappointment spreadsheet for each faculty member being reappointed.

*You may notice that some teaching hours are pre-populated in the downloaded TRAAP report. These values come directly from faculty entries in the **CV Generator**. Faculty are encouraged to enter and verify their teaching activities in the CV Generator using the Teach Tally function.*

4. **Terminations: Terminate appointments via eTAD** before submitting TRAAP.

- OFA will **not process terminations** without a submitted eTAD
- Send eTADs to facappt@hms.harvard.edu or your department's TRAAP Dropbox folder
- If a faculty member still appears on TRAAP but is leaving, enter the termination date in the "Termination" column.
 - An eTAD is still required
- Use the day after the end date as the termination date:
 - Leaving October 30 → enter 10/31
 - Leaving December 14 → enter 12/15

Prepare your Supporting Documentation

Please find detailed reappointment policies for term faculty in the [Faculty of Medicine Handbook](#)

For Full and Part-Time Assistant Professor, Associate Professor and Principal Associate, the following documentation is required for reappointment:

1. **Department Head Letter**, using the OFA template "Term Reappointment Request Letter", summarizing the appointee's accomplishments during the past term to include:
 - Name of faculty mentor and date of last annual conference
 - An assessment of the level of productivity, the quality of the contributions, and teaching activities.
 - An update on the faculty member's academic trajectory and, for Assistant and Associate Professors, please address the likelihood of promotion
 - A statement describing the source of funds to support the reappointment
 - A statement of integrity and professionalism *Do not modify this statement. Please reach out to OFA if you have questions or concerns about any portion of this statement.*
2. **Updated CV & Bibliography in Faculty of Medicine Format.** Please see resources at the end of this guide to assist with CV generation and formatting.

For Professor Part-Time, Professor in Residence and Professor in Practice, the following documentation is required for reappointment:

1. **Department Head Letter**, using the OFA template accompanying these instructions, summarizing the appointee's accomplishments during the past term.
2. **Updated CV & Bibliography in Faculty of Medicine Format.** Please see resources at the end of this guide to assist with CV generation and formatting.
3. **Three (3) letters of support from individuals inside Harvard and three (3) letters of support from external sources.** Please use the templates on the [OFA Forms and Templates page](#) to solicit letters of support for each respective rank. Please plan in advance to obtain these by the September deadline.

For Secondary Assistant, Associate and Professor Appointments, the following documentation is required for reappointment:

1. **Completed eTAD signed by the Primary and Secondary Department Head.** Reappointment terms are three (3) years for Assistant Professor and five (5) years for Associate Professor and Professor

Final Step: Submit your Reappointment Packets and TRAAP report to OFA

1. Your packet(s) should be submitted in **pdf format**, using one individual pdf per faculty member.
2. Naming conventions:
 - Reappointment packets:
LastName, FirstName MI.Rank.[current year]reappt. (eg: Smith, John B.Asst Prof.2025reappt)

Our rank abbreviation conventions are: Prof, AssoProf, AsstProf, 3ySrLect, 3yLect, PrAsso
 - Spreadsheets:
DEPARTMENT NAME.LOCATION.TRAAP[CURRENT YEAR] (eg: Medicine.BWH.TRAAP2025)
3. Using **DROPBOX**, upload both the individual reappointment packets for each appointment along with the TRAAP report no later than **the deadline date imposed by OFA** in the “HMS OFA RAAP-TRAAP (department name)” folder.

If you require access to your Department DROPBOX folder, please email facappt@hms.harvard.edu
4. Once you have completed the upload of all required documents to Dropbox, please send an email to facappt@hms.harvard.edu with a **cc to your appointing department head**.

Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments. Without this cc we cannot process the reappointments.

Any questions can be sent to facappt@hms.harvard.edu

Appendix:

Link to the [OFA Forms and Documents Page](#) where you can find:

- “Term Reappointment Request Letter Template”
- “Sample Communication for Collecting Reappointment Data Template”
- “Department Head Letter Soliciting Evaluation for Reappointment as Professors Part-Time” (this can be modified and used for Professor Part-Time, Professor in Residence and Professor of the Practice)