



2023 Term Reappointment TRAAP Instruction GUIDE

Reappointment of Term Faculty: due Friday September 8, 2023

Term faculty appointments are for 3- or 5-year intervals and end on October 30th of the last year of the appointment. Each year appointing departments should review their list of faculty whose terms are set to end and submit documentation in September for those they wish to reappoint effective October 31st. All faculty appointments require a minimum of 50 hours of teaching per year in the Harvard community. In order to meet HMS accreditation requirements, we ask departments to document scheduled teaching activity for their faculty at the time of reappointment.

The HMS Medical Area Reporting System (MARS) provides a report titled **Term Reappointments** List that facilitates this process. The data in this report is used to review and expedite processing of the large volume of reappointments managed by the Office for Faculty Affairs. **TRAAP reports and accompanying documentation must be completed and sent to our office as an Excel file by Friday September 8, 2023.**

The data in this TRAAP report includes the following faculty up for reappointment:

- Assistant Professor, full and part-time
- Associate Professor, full and part-time
- Three-year Senior Lecturer, full and part-time
- Three-year Lecturer, full and part-time
- Principal Associate, full and part-time
- Professor, part-time
- Secondary appointments as Assistant Professor, Associate Professor, or Professor
- Professor in Residence coming to the end of their first five-year term
- Professor of the Practice, full and part-time

The TRAAP report output serves 4 purposes:

- To confirm the department's desire to reappoint faculty for a new term effective October 31
- To identify termination of appointees who have left or will be leaving
- To enable Faculty Affairs to update faculty records with teaching and faculty development information
- To allow departments to review and update demographic information on their faculty

There are separate reports for annual and non-faculty reappointments, as listed below:

- **Annual Reappointments** (aka "Faculty RAAP")
Lecturers, Instructors, Members of the Faculty, Corresponding Members of the Faculty
- **Non-Faculty Academic Appointments** (due to the Office for Faculty Affairs - "Fellows RAAP")
Research Associates, Associates, and Research & Clinical Fellows

Also, you will find sample template on the Office for Faculty Affairs website that might be helpful in collecting data from your faculty:

- **Sample Communication for Collecting Reappointment Data TEMPLATE**
Please encourage your faculty to list all scheduled teaching of Harvard learners for the academic year (annual totals by category).



Getting Started: Access and Run the TRAAP Report on MARS

1. MARS (Medical Area Reporting System) access: If you are in an LMA affiliated institution, connect to your institution's VPN and visit the affiliate portal at: <https://affiliate-apps.hms.harvard.edu/>
2. If you still cannot connect through your affiliate VPN, it means you are "outside" of the LMA network
3. and require HMS VPN connection.
 - a. You will need to visit the "VPN connection required" webpage: <https://it.hms.harvard.edu/vpn-now-required>
4. 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**
5. On the next page, click on **Term Reappointments List**



Run the department Term Reappointments List.

1. Select your **Department** from the drop down list
2. The report may also be run by **Division** for departments that have provided division data
3. The report may also be run for a specific **Location**
4. Once you have selected your criteria, click **Search**

MARS Medical Area Reporting System

Term Reappointments List Search

Department

*All Departments
Academic Programs (100085)
Academic and Clinical Programs (100028)
Academic and Research Integrity (100049)
Adelstein Lab (100062)
Administration-HMS (100148)
Alumni Affairs and Development (100105)
Anaesthesia-Beth Israel Deaconess (100147)
Anaesthesia-Boston Children's Hospital (100139)
Anaesthesia-Brigham and Women's Hospital (100156)

Division

*All Division
Adm-House Staff
Administration
Adolescent Medicine
Adult Oncology

Job location

*All Locations
1 Oxford St, Science Ctr
10 Cowperthwaite St, Mather
100 Old Causeway Rd, Concord
1033 Mass Ave

Search

Reset

1. At the top middle of the screen use the **Actions** drop down function to select **download**

MARS Medical Area Reporting System

Term Reappointments List

Return to search

Q

Go

Actions

Select Columns

Filter

Rows Per Page

Format

Save Report

Reset

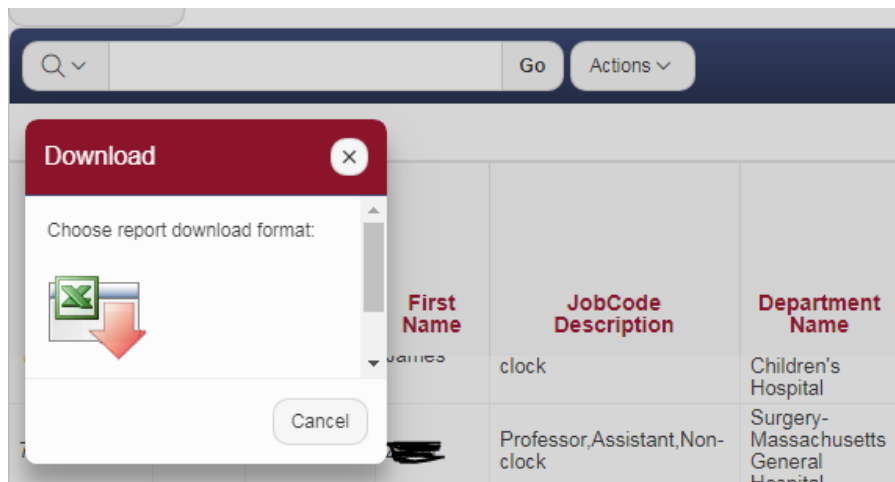
Help

Download

Employee ID	Empl Rcd	Last Name	First Name	Department
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock
[REDACTED]	0	[REDACTED]	[REDACTED]	Profess clock



2. A download window will pop up, click on the **Excel** report icon
3. Report will appear on the bottom left side of your toolbar



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

Prepare the TRAAP Spreadsheet

The TRAAP spreadsheet lists all current Assistant and/or Associate Professors, Senior Lecturers, Principal Associates, and any Professor, part-time appointments with an end date between the day you run the report and December 31 of the current calendar year. The majority will have an end date of October 30.

You may sort the Excel spreadsheet by Job Code Description, Division (if your department has provided Division information) or any other sort that will assist you in completing the process. You may also expand column widths, wrap column headings, or hide columns to assist you while you work.

Timely reporting of faculty and appointees who have left Harvard is very important as many other business processes rely on this information. We therefore recommend that you **process terminations via eTAD prior to TRAAP**, well ahead of your TRAAP submission.

However, if you have not previously done this by eTAD, you may use the TRAAP process to update this information. Using the Excel spreadsheet, identify your department's **terminations**, and cut and paste these into a second worksheet labeled **TERMINATIONS** in your Excel Workbook. Once you have created a new worksheet, for each faculty member you are terminating:

Enter the effective date of the termination in Column J, **Termination**.

- If an appointee is due to leave on October 30, use 10/31/2023
- If an appointee is due to leave on December 14, use 12/15/2023



You may enter a termination reason code in column **V** (reserved for **Notes**). This is optional, not required. We will use **VNO** as a default. Use:

- **VNO** if the person has Resigned, Quit, or Other reason
- **RET** if the appointee has Retired
- **DEA** if the appointee is Deceased

Step 1: Prepare your Supporting Documentation

Please find detailed reappointment policies for term faculty in the Faculty of Medicine Handbook, available on the Office for Faculty Affairs website.

New: The [Harvard Library ORCID page](#) provides information about the value of having an ORCID ID and how Harvard plans to use ORCID ID data. Additionally, please visit the [Harvard ORCID Connect site](#) to connect your existing ORCID ID to Harvard University. Faculty are also encouraged to add their ORCID to their CV.

The documentation required for reappointment of term faculty is:

- **Department Head letter (please use the *Term Reappointment Request Letter* also available on the Office for Faculty Affairs website, under *Checklists, Forms, Guides and Tools*) summarizing the appointee's accomplishments during the past term to include:**
 - Name of faculty mentor and date of last annual conference for the following ranks:
Assistant Professor, full and part-time
Associate Professor, full and part-time
 - Name of faculty mentor and date of last annual conference for the following ranks:
Assistant Professor, full and part-time
Associate Professor, full and part-time
Principal Associate, full and part-time
 - 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:
 - This candidate is a faculty member in good standing with an appropriate hospital appointment and associated credentialing. To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a hospital, state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no pending or closed investigations or other concerns known to me that raise questions about the candidate's integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate's contributions as a member of the Faculty of Medicine of Harvard University.

Professor, Part-time, Professor in Residence and Professor in Practice, reappointment packets must also include 3 letters of support from individuals inside Harvard and 3 letters of support from external sources. **There are new requirements for the letters, which can be found on the checklist section of our website.** Please plan in advance to obtain these by the September deadline. Please note that



Secondary Professor reappointments require an eTAD signed by the Primary and Secondary department head requesting the reappointment. Letters are not required for Secondary reappointments.

- **Updated C.V. & Bibliography in Harvard Format**

Your packet(s) should be submitted in **pdf format**, using one individual pdf per faculty member and labeled using the following **naming convention** for each packet: **LastName, FirstName MI.Rank.2023reappt.** (eg: Smith, John B.Asst Prof.2023reappt)
Our *rank abbreviation conventions* are: *Prof, AssoProf, AsstProf, 3ySrLect, 3yLect, PrAsso*

You will submit your packet(s) using Dropbox:

1. Preferred method – DROPBOX. your pdf packet(s) of documents **once you have completed the packet(s)**, titled as indicated above, in the “HMS OFA RAAP-TRAAP (department name)” folder. You should receive a Dropbox invitation to access your department’s folder from the Appointments Team
2. Send questions to the OFA *facappt* account (facappt@hms.harvard.edu)

- **Next, use the term reappointment report (excel spreadsheet) to:**

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

Important: You should also make sure that the **demographic information** on your faculty is accurate in the HMS systems. Please feel free to either print out personal information eTADs to correct this information by individual or to add this information to the TRAAP Report by adding additional, well-labeled, columns.

For example, after labeling **Column V** as “**Notes**”, you might label **Column W** “**Email update**” and **Column X** “**Mailing address update**”, etc.

Next Step: Complete the TRAAP Report

On the worksheet containing the individuals you wish to reappoint, record the appropriate teaching for the past year and most recent mentor information. It is helpful, but not obligatory, to label this worksheet **REAPPOINTMENTS**.

The Teaching Categories (reported in **hours per year**) are:

- Teaching of Students in Courses
(Harvard Medical, Dental, Masters, Doctoral or Undergraduate Students)
- Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs)
- Clinical Supervisory and Training Responsibilities
- Laboratory and Other Research Supervisory and Training Responsibilities
- Formally Supervised Trainees
- Formal Teaching of Peers (e.g., CME and other continuing education courses)
- Local Invited Presentations at a Harvard affiliated institution



- Mentoring Trainees and Peers
- Educational Administration and Service

In the sample on the following page (with dummy data), we have sorted by Job Code Description. Note the location of columns J and V referenced above:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Employee ID	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment Date	Date of career conference	HMS Mentor Name (Last, First, Middle)	Hours Teaching Students in Courses	Hours Teaching Residents, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Research Supervision of Peers (eg, CME)	Hours Formal Teaching Local Invited	Hours of Presentations	Mentoring	Educational Administration	
1	XXX61410	0	Glenn	David	Professor,Assistant, HMS*Medcn-BIDM	HMS0051		10/30/2017														
2	XXX48216	0	Belanger	Jean	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017														
3	XXX81039	0	Beruti	Marco	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017														
4	51XX827	0	Castro	Estefania	Professor,Assistant, HMS*Medcn-BIDM			10/30/2017														
5	3092XXX2	0	Harris	Daniel	Professor, Associate HMS*Medcn-BIDM	HMS0032		10/30/2017														
6	9077XXX5	0	Sobieski	Jane	Professor, Part-time HMS*Medcn-BIDM	HMS0037		10/30/2017														
7	8034XXXX	0	O'Brien	Justus	Senior Lecturer (Fac HMS*Medcn-BIDM)			10/30/2017														

To Reappoint Assistant and Associate Professors, Senior Lecturers, Principal Associates, Professors, part-time, Professor in Residence and Professor in Practice:

Enter a New Effective Date of **10/31/2023** in Column **I** and the New Appointment End Date of **10/30/2026 or 10/31/2028** in column **K** and complete the information for columns **L through U** to satisfy the annual documentation for faculty.

Please use column **V** for any comments or special instructions you wish to communicate with our office, including any notes to the faculty file that might explain variances in faculty teaching or mentoring for the period.



Sample:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Employee ID	Empl Rcd	Last Name	First Name	JobCode Description	Department Name	Division	Appointment End Date	New Effective Date	Termination Date	New Appointment End Date	Date of career conference	HMS Mentor Name (Last, First, Middle)	Hours Teaching Students in Courses	Hours Formal Teaching Residents, Fellows, Post-Docs	Hours Clinical Supervision and Training	Hours Laboratory and Other Research Supervision and Training	Hours Formal Teaching of Peers (eg, CME)	Hours of Local Invited Presentations	Mentoring	Educational Administration	
XXX61410	0	Glenn	David	Professor,Assistant, HMS*	Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2020	4/15/2017	Lukas, James A.						50		150	
XXX48216	0	Belanger	Jean	Professor,Assistant, HMS*	Medcn-BID		10/30/2017	10/31/2017		10/30/2020	1/10/2017	O'Brien, Justus							200		
XXX81039	0	Beruti	Marco	Professor,Assistant, HMS*	Medcn-BID		10/30/2017	10/31/2017		10/30/2020	11/10/2016	Dienno, Peter			1000					500	
51XX827	0	Castro	Estefania	Professor,Assistant, HMS*	Medcn-BID		10/30/2017	10/31/2017		10/30/2020	4/15/2017	Lukas, James A.		1350							
3092XXX2	0	Harris	Daniel	Professor, Associate HMS*	Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2023	4/15/2017	Lukas, James A.				1300					
9077XXX5	0	Sobieski	Jane	Professor, Part-time HMS*	Medcn-BID	HMS	10/30/2017	10/31/2017		10/30/2023	4/15/2017	Lukas, James A.	1200								
8034XXXX	0	O'Brien	Justus	Senior Lecturer (Fac HMS*)	Medcn-BID		10/30/2017	10/31/2017		10/30/2020											

Helpful Hints:

- Term reappointment should always be through October 30 of the following year
- If someone is in the process of being promoted, reappoint so they remain active during the promotion process
- Do not send our office more than one version of your reappointment spreadsheet. Modifications or updates after the first submission should be done via eTAD

Final Step: Submit your report to OFA

Using Dropbox, upload the supporting document for each appointment along with the TRAAP sheet no later than **September 8, 2023** using the following naming convention: **DEPARTMENT NAME.LOCATION.TRAAP2023** (eg: Medicine.BWH.TRAAP), completed with Teaching Hours, Faculty Mentor and Annual Conference information.

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.

For more information concerning your faculty reappointments or issues with MARs access, please contact us at: facappt@hms.harvard.edu.