



Appointment/Promotion Materials Required (Assistant or Associate Professor) CHECKLIST

Please ensure that all materials are complete prior to submission. 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:

Assistant or Associate Professor Appointment/Promotion Cover Sheet

- Department Head signature
- Executive Committee chair signature (or separate letter) for clinical departments
- Selection of *Area of Excellence* and applicable *Significant Supporting Activities*
 - ***No*** *Area of Excellence is required for candidates for Assistant Professor via Longer Service criteria*
- Identification of external impartial letter writer(s) (**ONLY** for Associate Professor candidates)
- Response from the department regarding the *Statement on Integrity and Professionalism*

MARS appointment history sheet

Search documents (if required)

Department Head nominating letter (template available on the “Forms and Templates” page)

Candidate’s CV in the Harvard Faculty of Medicine format

Required letters of evaluation for rank (see Evaluation Letter Requirements checklists on the “Forms and Templates” page)

PDF files of the candidate’s self-selected most significant scholarly works (selected scholarship should be cited on the CV and indicated by circles or highlighting)

- 2 scholarly works for Assistant Professor candidates
- 5 scholarly works for Associate Professor candidates
- Middle author explanation (required if any of the self-selected most significant works do not feature the candidate in either the first or last author position)
- ***No*** *scholarship is necessary for candidates for Assistant Professor via Longer Service criteria*