**Department Transfer CHECKLIST**

**Please submit as ONE pdf in the following order:**

* eTAD signed by both the current and the proposed department heads

* Transfer request form by proposed department head (includes statement of integrity and professionalism), signed by both the current and proposed department heads.

**Checklist:**

* Do the start and end dates on the eTAD match the dates on the nominating letter?

* Are all the fields on the eTAD corrected to match the details of the requested appointment? (e.g. is the end date correct, the title correct, the new job code and job location correct?)

* Is the candidate’s name consistent across eTAD/letter/other documentation?

* Is the requested title consistent on all documents?

* Is your document and email subject line titled using the HMS OFA file naming convention? **(Last, First.xfer)** (ex. Harvard, John.xfer)



* Please email to facappt@hms.harvard.edu