



Evaluation Letter Requirements for Assistant Professor CHECKLIST

Definition of terms:

Internal letter = Letter writer is appointed by Harvard and/or any of its primary affiliates

External letter = Letter writer is not appointed by Harvard or any of its primary affiliates.

Note: Letters must be solicited by the department, not the candidate. Letters must be signed by the letter writer (digital signatures are accepted).

Promotion to Assistant Professor:

- At least 4 letters – evaluators must hold an active title of Associate Professor or Professor at an academic institution and cannot be Emeritus/Emerita.

At least 2 internal

At least 1 external

The 4th letter can be internal or external

First Appointment as Assistant Professor:

- At least 4 letters – evaluators must hold an active title of Associate Professor or Professor at an academic institution and cannot be Emeritus/Emerita. Members of the Search committee that selected the candidate are not eligible to provide letters.

At least one external letter from outside candidate's prior home institution

2nd, 3rd, and 4th letters can be internal or external

If candidate has been at HMS/HSDM for 2 years or more with a holding appointment, the letter requirements for promotion are applicable

Promotion to Assistant Professor by Longer Service Criteria:

- At least 3 letters – evaluators must hold an active title of Assistant Professor, Associate Professor, or Professor at an academic institution and cannot be Emeritus/Emerita.

At least 2 internal

3rd letter can be internal or external