



Materials Required to Nominate an Endowed Professorship Incumbent for Transition to Distinguished Status CHECKLIST

Please submit all materials electronically to the Office for Faculty Affairs at endowedprof@hms.harvard.edu. Please ensure that all materials are complete prior to submission, and all documents are sent as separate files, at the same time.

For current incumbents transitioning to distinguished status

- ☐ Nominating letter signed by the appointing department head and/or CEO
 - Please use the template available on the [OFA website](#) under the Section 12 header for “Endowed Professorships”*
- ☐ Written acknowledgment from the candidate indicating their awareness of the proposed transition

Endowed professorships questions?

*Procedures for retiring endowed professorship appointments are detailed in **Section 12** of the [Faculty of Medicine Handbook website](#).

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