



## Materials Required to Nominate an Endowed Professorship Incumbent or Distinguished Prior Incumbent for Transition to Emeritus/a Status CHECKLIST

Please submit all materials electronically to the Office for Faculty Affairs at [endowedprof@hms.harvard.edu](mailto: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 or distinguished prior incumbents transitioning to emeriti

- ☐ Nominating letter signed by the appointing department head and/or CEO
  - Please use the template available on the [OFA website](#) under the Section 13 header for “Retiring Faculty” \*
  - The nominating letter must include a statement documenting long and faithful service as described in the template
- ☐ Written notification from the candidate indicating their intent to retire with a retirement date. This is usually a copy of the notice that the incumbent submitted to their department head or CEO/President.

### Endowed professorships questions?

\*Procedures for endowed professorship appointments are detailed in **Section 13** of the [Faculty of Medicine Handbook website](#).

Any questions can be sent to [endowedprof@hms.harvard.edu](mailto:endowedprof@hms.harvard.edu).