



## Materials Required to Nominate an Incumbent for an Endowed Professorship 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 nominated endowed incumbents (Associate or Professorial)

- ☐ 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” \*
  - The nominated incumbent’s proposed title should match the guidance in the professorship terms, i.e. “the incumbent shall be known as...”. If the terms do not specify the incumbent’s endowed title, please contact the Office for Faculty Affairs before submitting materials for clarification.
  - The nominating letter ordinarily should include details about the number of faculty members who are eligible based on the terms and the number of women and minorities in the candidate pool. The letter must describe:
    - The rationale for choosing the nominee over other eligible candidates
    - The mechanism used to select that person over others
    - Why the nominee is appropriate
      - This information is not required when the nominee was the incumbent as an Associate Professor and is being nominated for the same professorship following promotion to Professor.
- ☐ CV in Faculty of Medicine format
  - Please ensure that the CV has been updated within the past three months
  - CV should include the candidate’s current academic title and any administrative titles or current activities relevant for the endowed professorship

### Endowed professorships questions?

\*Procedures for 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](mailto:endowedprof@hms.harvard.edu).

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