



## Member of Faculty (Holding Appointment) CHECKLIST

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

- Complete eTAD for someone who previously held a Harvard appointment; if new to Harvard with no previous Harvard appointment, **after you have submitted the .pdf**, complete the Quick Hire form in PeopleSoft, and we will receive an automated email notifying us it is in the PeopleSoft queue
- Use a Member of the Faculty job title (PeopleSoft **Job code 010000**)
- Updated CV
- Brief nominating Letter including initial date for the holding appointment and your expected timeline for submission of materials for the final appointment, with Department Head signature
- Complete Faculty Profile form
- For the ranks of Assistant and Associate Professor: include search documentation. If holding appointment is for the rank of Professor, do not include your search documentation in your Member of the Faculty packet/request

### Checklist:

- ☐ Does the start date on the eTAD/PeopleSoft Quick Hire form match the date on the nominating letter?
- ☐ Is the candidate's name consistent across the Quick Hire form /letter/CV?
- ☐ 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.holding**) (ex. Harvard, John.holding)
- ☐ If you have included search documentation, are you meeting all the advertising, committee member and other reporting requirements?
- ☐ Please email to [facappt@hms.harvard.edu](mailto:facappt@hms.harvard.edu)

### Search requirements question?

The appropriate *Search Committee GUIDE* can be found in section 5 on the *Checklists, Forms, Guides and Templates* webpage.

### IMPORTANT:

*As a rule, a Member of the Faculty appointment at HMS has a term limit of one year; it is designed as a holding appointment while materials are being assembled for an appointment to a junior or senior faculty rank, and held until the rank title is approved.*

*Also, once the final faculty title is approved, we typically allow for backdating the title to an effective date no greater than six months prior to the approval date for that final title.*