



OFA Email Directory for Submission

	Email Address	What to Send
General	ofa@hms.harvard.edu	<ul style="list-style-type: none"> General questions regarding faculty affairs
	ofa_promotions@hms.harvard.edu	<ul style="list-style-type: none"> Questions relating to the faculty promotions and appointment process, including CV questions Requests for faculty CV reviews
Faculty Development	HMSOFA_Programs@hms.harvard.edu	<ul style="list-style-type: none"> Questions regarding HMS faculty development programs and resources
Faculty Search Portal	FacultySearchPortal@hms.harvard.edu	<ul style="list-style-type: none"> Questions regarding search processes for Instructor, Assistant, Associate and/or Full Professor searches
Annual Appointments, Reappointments, Status Changes, And Reporting	facappt@hms.harvard.edu	<ul style="list-style-type: none"> Instructor, Lecturer, Corresponding Member of the Faculty, Emeritus/Emerita, Visiting, Member of the Faculty Appointments Changes of Status (Leaves, Transfers, Terminations) Data Corrections Reappointments for ALL ranks Requests for exemptions from Full-time or Part-time appointment criteria Licensing Requests Fulbright Processing Faculty Data Reporting – via online form, click here
Endowed Professorship Appointments	endowedprof@hms.harvard.edu	<ul style="list-style-type: none"> Nomination materials for Endowed Professor and Endowed Associate Professor appointments Nomination materials for Endowed Distinguished Professor appointments Requests for Endowed Emeritus/Emerita Professor appointments
Assistant & Associate Appointments	PnR@hms.harvard.edu	<ul style="list-style-type: none"> Notification to OFA that Assistant and Associate Professor appointment and promotion materials have been uploaded to the designated HMS Dropbox folder by an authorized departmental administrator
Full Professor Appointments	professorial.materials@hms.harvard.edu	<ul style="list-style-type: none"> Promotion materials for Full-time and Part-time professorial candidates Initial requests for Professor in Residence position approval Nomination materials for Professor in Residence candidates for approved positions Materials for secondary professorial appointments
	seniorprofsearch@hms.harvard.edu	<ul style="list-style-type: none"> Initial requests to conduct a professorial faculty recruitment search (Full Professorial level only)
Other Academics	ACADappt@hms.harvard.edu	<ul style="list-style-type: none"> Clinical Fellow, Research Fellow, Associate, Research Associate, Teaching Associate, and Visiting Appointments Non-Faculty Academic Reappointments Changes of Status (Terminations, Transfers) Data Corrections Credentialing for Non-Faculty Appointees