



Principal Associate Appointment Materials Required CHECKLIST

Authorized departmental administrators should submit the following materials electronically via the designated HMS Dropbox folder that has been shared with them, and send a corresponding notification email (no attachments, please) to PnR@hms.harvard.edu:

Principal Associate Appointment Cover Sheet

- Department Head signature
- Executive Committee chair signature (or separate letter) for clinical departments
- Response from the department regarding the *Statement on Integrity and Professionalism*

MARS appointment history sheet

Nominating letter from the Department Head of the appointing department

- The letter of nomination should include a description of the candidate's activities and overall contribution to the department, justification for elevating the candidate to a 3-year appointment

Candidate's CV in the Harvard Faculty of Medicine format

Three (3) internal letters of evaluation from Associate Professors or Professors at HMS/HSDM. Additional letters from other evaluators may be included if they have a unique and valued perspective on the candidate.

- Candidates should not contact evaluators directly; all communication regarding letters of evaluation should come from the department