



## Secondary Appointment Materials Required (Assistant or Associate Professor) 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 email (no attachments, please) to [PnR@hms.harvard.edu](mailto:PnR@hms.harvard.edu):

Secondary Appointment Cover Sheet

- Secondary 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 secondary appointing department

- A letter containing a description of the candidate and an explanation of the significant contribution(s) to the teaching, research and/or clinical programs that would warrant an appointment in the secondary department
  - *Please see the secondary appointment nominating letter template*
  - Note: This letter does not need to reiterate the candidate's primary achievements in their Area of Excellence; rather, it should focus on the contributions (or planned future contributions) to the secondary department

Co-signature on this letter from the Head of the primary department, indicating approval

Candidate's CV in the Faculty of Medicine format

Two (2) internal forms or letters from Associate Professors or Professors who hold primary appointments in the proposed secondary department, documenting the rationale for the secondary appointment

- It is permissible to reuse evaluators who previously wrote a letter for the primary appointment review
- Candidates should not contact evaluators directly; all communication regarding letters of evaluation should come from the department

**[For Associate Professor ONLY]** One (1) external form or letter from an Associate Professor or Professor from an institution outside Harvard who is a field leader in the secondary field/department, attesting to the national standing of the candidate in the secondary field

- Evaluators who wrote a letter for the primary appointment review can only be reused if the primary review occurred more than 2 years prior to the secondary review

*Updated August 2023*