**Documentation required for secondary and adjunct appointments**

All criteria below meet the 5% criterion for secondary and adjunct appointment:

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| **Criteria appointment based on:** | **Documentation needed:** |
| Serving as a program or course developer, primary instructor, or co-instructor of an HSPH course, with at least 50 percent of responsibility for a 2.5-credit course or 25 percent responsibility for a 5-credit course (note: the provision of occasional lectures in someone else’s course does *not* meet the 5 percent criterion | Course evaluations (a maximum of 3 years’ worth). These may be from an HSPH course or, if the instructor has not taught the course being used as criterion, any other course.  Updated CV to include relevant HSPH teaching. |
| Primary dissertation advisor to an HSPH student | Names of student and his/her expected graduation date noted on nomination form. |
| Member of dissertation committee of three or more HSPH students | Students’ expected graduation dates noted on nomination form. |
| Mentor to an HSPH postdoctoral fellow | Most HSPH postdoc appointments are 3 years or less; thus, appointment end-date should be in line with this timetable. |
| Supervisor of an HSPH student practicum | Name of student and his/her expected graduation date noted on nomination form. |
| Principal investigator on a training grant that supports HSPH students | Start and end date of grant noted on nomination form and in nominee’s CV. |