

Guidelines for Appointment and Reappointment of Secondary Faculty

A secondary appointment may be proposed for a member of another Harvard faculty who is expected to make or who continues to make a significant contribution to the School's academic activities. Contributions are ordinarily expected to constitute a minimum of 5 percent FTE, and should be described in detail on the required form.

The titles of secondary faculty take the form of, for example, "Professor *in the Department of Epidemiology*." The School ordinarily honors the rank (assistant, associate, or full professor) the individual holds in his/her primary faculty, usually Harvard Medical School. Appointment and reappointment of such an individual are ordinarily made for terms that are coterminous with his/her primary appointment; the term may not extend beyond that of the primary appointment, and no single term may be longer than five years. Secondary faculty have the privilege of voting in School-wide faculty meetings.

The procedure for nominating an individual for a secondary appointment/reappointment is as follows:

1. The department chair consults with all primary members of the department at ranks equivalent to or higher than that of the proposed appointment (i.e., for a professorial appointment: tenured professors only; for an associate professorial appointment: associate professors, senior lecturers, term professors, and tenured professors; for an assistant professorial appointment: assistant and associate professors, lecturers and senior lecturers, term professors, and tenured professors) and documents their views about whether the review should proceed. Any demurrals are noted on the nomination form.
2. The department chair completes the required form, providing an explicit description of how the 5 percent commitment will be met during the proposed term (see below). If this is a reappointment, the chair also provides an explicit description of how the 5 percent commitment was met during the previous term. The form is signed by both the nominee and the department chair.
3. The form and a current curriculum vitae are forwarded to the Office of Faculty Affairs for submission to the Standing Committee on Appointments, Reappointments, and Promotions. If this is a new appointment, a letter from the head of the department where the nominee holds a primary affiliation must be enclosed, agreeing to the secondary appointment.)

CRITERIA FOR SECONDARY APPOINTMENT

Activities that **always** meet the 5 percent criterion include the following:

- serving as a program or course developer, primary instructor, or co-instructor of a Harvard Chan School 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)

NB If the nominee's 5 percent contribution will include classroom teaching, SCARP requires that the candidate submit teaching evaluations. In cases where the nominee has no teaching record (or no evaluations to supply) he or she should ordinarily be appointed first as instructor (or offered another role-appropriate annual appointment) for one year. Subsequently, if the appointee's course evaluations meet CEP standards, the department can submit a recommendation of secondary or adjunct appointment.

- primary dissertation advisor to a Harvard Chan School student
- member of dissertation committee of three or more Harvard Chan School students
- mentor to a Harvard Chan School postdoctoral fellow
- supervisor of a Harvard Chan School student practicum
- principal investigator on a training grant that supports Harvard Chan School students

Activities that may meet the 5 percent criterion include:

- facilitation of exchange programs between Harvard Chan School doctoral students and students at another university
- ongoing assistance in placing Harvard Chan School students in practica, dissertation projects, or research experiences

Occasionally, the appointment or reappointment of an individual whose contributions are important to the department but do not meet the above, specific criteria may be considered. In such a case, a rationale for appointment should be provided. The number of appointments made under these criteria should ordinarily not exceed the larger of 3 per department or 10 percent of the primary faculty in the department. Such appointments are known as ABCD (for “appointment by chair’s discretion”).

Occasionally, the appointment or reappointment of a highly distinguished individual whose contributions are less tangible may be considered. In such a case, a detailed description of contributions that qualify as exceptions to the 5 percent time commitment should be provided.

While research collaborations are not sufficient grounds to grant a secondary appointment, it is a School requirement that an individual who serves as principal investigator on a grant funded through the School hold a Harvard Chan School appointment. In such cases, a secondary appointment may be granted administratively (i.e., without SCARP review).