



Research Scientist Review Committee

Appointment materials checklist for first appointments and promotions

NAME OF CANDIDATE

DEPARTMENT/CENTER

CURRENT TITLE
(if applicable)

RECOMMENDED TITLE

Dates of Proposed Appointment: From: To:

Job description (should provide detailed description of activities research scientist will be engaged in)

Letter from department chair or center director endorsing the appointment

Three letters of recommendation: (letters may be solicited from peers and mentors but not from trainees)

Curriculum vitae: please note that peer-reviewed publications should be listed separately from other publications; publications not yet accepted should not be listed; the CV should contain a grant funding section - information should include the direct cost dollar amount and length of the grant in addition to the researcher's role on the grant.

Activities statement (if candidate currently holds an Harvard Chan School appointment)

Financial information: Proposed salary/increase:

Account strings:

Fringe:

Date:

Submitted by:

Phone: