**NOMINATION FOR SECONDARY APPOINTMENT OR REAPPOINTMENT**

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| Name of nominee: |  |  | Date: |  |
| Harvard Chan School department in which the appointment will be based: |  |
| Is this a new appointment as a secondary faculty member at the School? | [x] Yes | [ ] No |  |
| If yes, proposed Harvard Chan School title: |  |
| Is this a reappointment? | [ ] Yes | [ ] No |  |
| If yes, current Harvard Chan School title: |  |
| Proposed title, if different: |  |
| Current Harvard Chan School appointment dates: |  |
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| Dates of proposed secondary appointment/reappointment: |  |
| Is secondary re-appointment contingent on primary reappointment? | [ ] Yes | [ ] No |  |
| Is the end date of this appointment coterminous with the primary appointment end date: | [ ] Yes | [ ] No |  |
| Harvard faculty where nominee holds his/her primary appointment: |  |
| Nominee’s title in his/her primary faculty: |  |
| Dates of current primary appointment |  |
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| Department chair has consulted with faculty in the department as specified in the instructions: | [ ] Yes | [ ] No |  |
| Did any faculty members demur? (If yes, attach explanation.) | [ ] Yes | [ ] No |  |

***Documentation required for secondary and adjunct appointments***

*Each criterion below meets the 5% commitment for secondary and adjunct appointment.*

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| ***Appointment based on:*** | ***Documentation needed:*** |
| *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) | *Complete course evaluations (for the last 3 years’ worth). These may be from Harvard Chan School courses or, if the instructor has not taught the course being used as criterion, any other course.**Relevant Harvard Chan School teaching included in c.v.* |
| *Primary dissertation advisor of record to a Harvard Chan School student* | *Name of student and his/her expected graduation date noted on nomination form.* |
| *Member of dissertation committee of three or more Harvard Chan School students* | *Students’ names and expected graduation dates noted on nomination form.* |
| *Mentor to a Harvard Chan School postdoctoral fellow* | *Name of fellow and his/her appointment end date noted on nomination form.* |
| *Supervisor of a Harvard Chan School student practicum* | *Name of student and his/her expected graduation date noted on nomination form.* |
| *Principal investigator on a training grant that supports Harvard Chan School students* | *Name and start and end date of grant noted on nomination form and in nominee’s c.v.* |
| *ABCD- Appointment By Chair’s Discretion* | *Limited to 5 appointments per department. Normally reserved for highly distinguished individuals whose activities do not meet the outlined 5% FTE criteria but are considered important to the department.* |

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| **Check one activity by which the nominee will fulfill the 5% commitment (Please refer to the criteria for appointment, and provide details below):** |
| [ ]  Harvard Chan School program or course developer; primary instructor or co-instructor of a Harvard Chan School course with 50% responsibility for a 2.5-credit course or 25% responsibility for a 5-credit course (include program/course details)*Note: Teaching Evaluations Required*[ ]  Primary dissertation advisor to a Harvard Chan School doctoral student (include advisee’s name, anticipated graduation date)[ ]  Member of dissertation committees of three or more Harvard Chan School doctoral students (include advisees’ names, anticipated graduation dates)[ ]  Mentor to a Harvard Chan School postdoctoral fellow (Include Fellow’s name, appointment dates)[ ]  Supervisor of a Harvard Chan School student practicum (include name of student, anticipated degree and date)[ ]  Principal investigator on a training grant that supports Harvard Chan School students[ ]  ABCD |
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| **Please provide details about the activity checked above.** |
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| **Please describe any other significant contributions of the nominee that will advance the school’s mission.*****Note: research collaboration does not necessarily make a nominee eligible for appointment.*** |
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| **For reappointments, also provide an explicit description of how the 5% commitment was met during the previous term.** |
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We, the undersigned, have discussed and agreed upon the expectations of this appointment as outlined above.

**Nominee**

**Department chair**