**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? | 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: |  | | | | | |
|  |  | | | | | |
| 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 |  | | | | | |
|  |  | | | | | |
| 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**