

# Checklist for recommendations of promotion from assistant to associate professor

HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH

## CHECKLIST FOR RECOMMENDATIONS OF PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR, FOR SUBMISSION TO SCARP

If you have any questions, please contact Megan Marchese 432-1189 [marchese@hsph.harvard.edu](mailto:marchese@hsph.harvard.edu)

COMPONENTS OF THE PROMOTION REVIEW PACKET	
<p><b>____ Letter from department chair recommending promotion</b></p>	<p>Please submit, for review, the following to the Office of Faculty Affairs (OFA). If you have questions about recommendation deadlines, call OFA, 432-1189.</p> <p>The letter should be dated with the date on which the recommendation will be reviewed by SCARP. The following should be included in the letter:</p> <ul style="list-style-type: none"> <li>• A detailed description of the departmental review process, which demonstrates conformance with the promotion procedures, outlined in the 2014 <a href="#">“Policies and Procedures for Faculty Appointments, Reappointments, and Promotions at the Harvard School of Public Health.”</a></li> <li>• A detailed assessment of the faculty member’s qualifications vis-à-vis the criteria for appointment at the rank of associate professor, commenting on the faculty member’s activities in the areas of research, teaching, training and mentoring, and service. Insofar as possible, this evaluation should explicitly describe the importance of the faculty member’s research and publication record, with influential papers specifically noted.</li> <li>• An assessment of the faculty member’s potential for future contributions to the department, the school, and the discipline, with an explicit assessment of the faculty member’s prospects for tenure at the school. This section of the report should include a description of the process by which the faculty member has been, and will continue to be, mentored.</li> <li>• The letters of evaluation received from experts should be referenced in the discussion of the faculty member’s qualifications, accomplishments, and potential for future contributions.</li> <li>• A summary of the suitability for promotion of any women or minority group members in the department currently at the same rank.</li> </ul> <p><i>The report of the departmental review committee is normally used by the chair in the preparation of this letter but should be appended.</i></p>
<p><b>____ Letters of evaluation received from experts</b></p> <p><b>____ A copy of the letter sent to experts requesting evaluation of the candidate</b></p>	<p>A review for promotion to associate professor includes the solicitation of letters from individuals who can provide an independent assessment of the candidate’s qualifications. These letters should be solicited from leaders in assistant professor’s field who are in a position to render an informed, objective evaluation and who have no conflict of interest with respect to the candidate; e.g., they may not be mentors or collaborators. It is ordinarily expected that <b>at least six letters</b> from independent evaluators will be obtained.</p>

<p><b>_____ A list of individuals from whom letters were requested</b></p> <p><b>_____ If solicited, focused evaluation request(s), recipient(s), and response</b></p>	<p>More focused letters may be obtained from individuals who can provide a more specific piece of information or a perspective about the candidate's work which cannot be easily obtained from other sources. The request letter should specifically state the question the committee wishes to have answered.</p> <p><i>See attached "Letters of Evaluation for Promotion from Assistant to Associate Professor."</i></p>
<p><b>_____ Faculty member's dossier: academic report, CV, course evaluations, publications</b></p>	<p>_____ An academic report prepared by the faculty member</p> <p>_____ Current curriculum vitae in HSPH-approved format</p> <p>_____ Course evaluation reports</p> <p>_____ A cover page for the nominee's publications listing the five publications</p> <p>_____ Five selected publications</p>

**PREPARATION OF THE FINAL MATERIALS FOR SCARP**

	<p>OFA reviews the draft of the department chair's recommendation letter and the supporting documentation and will contact the department concerning any suggested revisions.</p>
<p><b>Submission of materials:</b></p> <p><b>_____ PDF with bookmarks of the recommendation package</b></p> <p><b>_____ 1 PDF of the nominee's CV</b></p>	<p>After any suggested revisions have been incorporated, please submit the following to the OFA:</p> <p>_____ A PDF with bookmarks of the recommendation package in the following order: chair's letter, department subcommittee report ; evaluation request letter, list of evaluators, evaluation letters in alphabetical order; if requested, focused evaluation request and response; nominee's academic report, nominee's CV, course evaluation reports, a cover page listing the five submitted publications, the five submitted publications.</p> <p>_____ 1 PDF of the nominee's up-to-date CV.</p>