

## Checklist for recommendations of reappointment

### HARVARD SCHOOL OF PUBLIC HEALTH CHECKLIST FOR RECOMMENDATIONS OF REAPPOINTMENT OF PRIMARY JUNIOR FACULTY, FOR SUBMISSION TO SCARP

Submit, for review, the following to Megan Marchese, Faculty Affairs Coordinator, Office of Faculty Affairs (OFA), [marchese@hsph.harvard.edu](mailto:marchese@hsph.harvard.edu). Please submit the department chair's recommendation letter electronically, as a Word document. If you have any questions about recommendation deadlines, call OFA, 432-1189.

#### COMPONENTS OF THE REAPPOINTMENT REVIEW PACKET

##### Letter from department chair supporting recommended reappointment

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:

- A detailed description of the departmental review process, which demonstrates conformance with the reappointment procedures, outlined in the 2007 "Policies and Procedures for Faculty Appointments, Reappointments, and Promotions at the Harvard School of Public Health."
- A detailed assessment of the faculty member's qualifications vis-à-vis the criteria for appointment at the current rank, a summary of the faculty member's achievements over the course of the current term of appointment, and a discussion of 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.
- An assessment of the faculty member's potential for future contributions to the department, the school, and the discipline. This section of the report should include a description of the process by which the

	<p>faculty member has been, and will continue to be, mentored.</p>
<b>Supporting materials</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Department subcommittee report</li><li><input type="checkbox"/> An academic report prepared by the nominee</li><li><input type="checkbox"/> A current curriculum vitae in HSPH-approved format, dated</li><li><input type="checkbox"/> Course evaluation reports</li></ul>