

# Faculty Promotion Website

## FACULTY PROMOTIONS



Harvard Medical School and  
Harvard School of Dental Medicine



The following screenshots show the pages of the Faculty Promotion website that are available to candidates and authorized departmental representatives.

# Login Screen

## FACULTY PROMOTIONS



Harvard Medical School and  
Harvard School of Dental Medicine



**Welcome to the Harvard Medical School/Harvard School of Dental Medicine Promotion Status Website.**

We are pleased to provide you and your department leadership a secure site for information about the progress of your proposed promotion.

We hope you find this information helpful and welcome your feedback. Please contact the Office for Faculty Affairs at 617-432-7112 or by e-mail at [ofa\\_promotions@hms.harvard.edu](mailto:ofa_promotions@hms.harvard.edu) with questions or comments.

**This website does not include information about the processes conducted by departments and affiliated institutions which occur before the candidate's materials are sent to the Medical School. The length of those institution and department specific processes varies and HMS only becomes aware of the proposed promotion when the dossier is forwarded to the Office for Faculty Affairs (OFA) for review.**

[Click here to view sample screenshots.](#)

Please login using your eCommons username and password

**Login**

**Username:**

**Password:**

[Obtaining an Account](#) | [Login Problems](#)

**Access to this website is limited to current candidates and authorized departmental representatives.**

# Candidate List – department administrator

## FACULTY PROMOTIONS



Harvard Medical School and  
Harvard School of Dental Medicine



[View as Excel Spreadsheet](#)

[Logout](#)

For candidate specific information click on a name below:

<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> ... >>					
<u>Name</u>	<u>Department</u>	<u>Proposed Rank</u>	<u>Date Initiated</u>	<u>Last Step Completed</u>	<u>Date Completed</u>
Last, First	Pediatrics	Associate Professor	01/01/10	Preliminary review indicated dossier complete and under review in the Office for Faculty Affairs.	01/01/10
Last, First	Pediatrics	Assistant Professor	01/01/10	Preliminary review indicated dossier complete and under review in the Office for Faculty Affairs.	01/01/10
Last, First	Pediatrics	Professor	01/01/10	Complete candidate professorial dossier, including letters of evaluation, shared with department head and senior promotions committee	01/01/10

# Candidate Detail - Professor

[Logout](#)

**Name** Last, First

**Proposed Rank** Professor

**Department** Medicine

**Appointing Institution** Beth Israel Deaconess Medical Center

**To Serve at** Beth Israel Deaconess Medical Center

**Area of Excellence** Clinical Expertise and Innovation

**Significant Supporting Activities** Investigation; Administration and Institutional Service

For specific questions, please contact the Office for Faculty Affairs:

John Harvard, Ph.D.  
john\_harvard@hms.harvard.edu  
617-432-xxxx

Promotion Process Milestones (Click to view details)	Completed Date
Candidate materials received in OFA	10/04/11
Candidate materials complete	10/04/11
Lists under review by content expert(s)	10/07/11
Lists under review by Department	10/24/11
Letter writer, comparands, and committee membership list(s) finalized	10/31/11
Letters of evaluation solicited	11/01/11
Responses to majority of the requests for letters of evaluation received	12/09/11
Complete candidate professorial dossier, including letters of evaluation, shared with department head and senior promotions committee	02/22/12
Recommendation to advance to ad hoc committee	
Ad hoc committee invited	
Membership of the ad hoc evaluation committee complete	
Ad hoc committee meeting scheduled	
Ad hoc committee review complete	
Review by Subcommittee of Professors (SOP) complete	
Appointment as Professor approved by the University	

# Professor Milestone Definition

<b>Name</b>	Last, First
<b>Proposed Rank</b>	Professor
<b>Department</b>	Medicine
<b>Appointing Institution</b>	Beth Israel Deaconess Center
<b>To Serve at</b>	Beth Israel Deaconess Center
<b>Area of Excellence</b>	Clinical Expertise and I
<b>Significant Supporting Activities</b>	Investigation; Administrative Service

Promotion Process Milestones (Click individual milestone to view details)
Candidate materials received in OFA
Candidate materials complete
Lists under review by content expert(s)
Lists under review by Department
Letter writer, comparands, and committee membership list(s) finalized
Letters of evaluation solicited
Responses to majority of the requests for letters of evaluation received
Complete candidate professorial dossier including letters of evaluation submitted to promotions committee

**Milestone Detail:**

**Candidate materials received in OFA**

The Office for Faculty Affairs (OFA) typically receives the following materials for each candidate:

- The candidate's [CV in the HMS/HSDM format](#)
- For candidates in basic or social science departments, documentation of approval by the Pre-clinical Chairs (PCC) or Social Science Council (SSC); for candidates in clinical departments, documentation of approval by the appropriate HMS/HSDM Departmental Executive Committee
- A 'Recommended Reviewers' [excel template](#) from the Department approved by PCC/SSC OR appropriate HMS Executive Committee outlining suggestions for letter writers, comparands and ad hoc committee members
- A [nominating letter](#) from the Department Head outlining the qualifications of the candidate, including contributions in the area of excellence, teaching, and any significant supporting activities
- 10-best scholarly works of the candidate (usually in the form of PDFs if available) with accompanying [annotated bibliography](#)

The date for this milestone is the date the OFA received any or all of the above documents. Within one week of receiving the materials, the OFA Program Director serving as the Dean's representative for the oversight of the candidate's promotion contacts the appointing department confirming receipt of a professorial dossier. Updates to materials are requested as needed.

[Close](#)

[Log out](#)  
 contact the Office  
 rd.edu

Completed Date
0/04/11
0/04/11
0/07/11
0/24/11
0/31/11
1/01/11
2/09/11
2/22/12

# Candidate Detail – Junior Faculty

[Logout](#)

**Name** Last, First

**Proposed Rank** Assistant Professor

**Department** Radiation Oncology

**Appointing Institution** Brigham and Women's Hospital

**To Serve at** Brigham and Women's Hospital

**Area of Excellence** Clinical Expertise and Innovation

Specific information regarding the status of your promotion is best obtained from the administrative office of your Department Head.

However, please also feel free to contact us at:

PandR@hms.harvard.edu  
617-432-7112

Promotion Process Milestones (Click to view details)	Completed Date
Dossier received at HMS	03/20/12
Preliminary review indicates materials incomplete. Additional information requested from candidate's Department	03/26/12
Materials complete. Dossier under review in the Office for Faculty Affairs	
Materials complete and approved for a future HMS promotions committee (P&R ) review	
Anticipated P&R committee meeting	
P&R committee review complete; recommendations of committee under consideration by HMS and the University	
Final outcome communicated to Department	

# Junior Faculty Milestone Definition

**Name** Last, First  
**Proposed Rank** Assistant Profe  
**Department** Radiation Onco  
**Appointing Institution** Brigham and W  
**To Serve at** Brigham and W  
**Area of Excellence** Clinical Experti

## Promotion Process Milestones (Click

Dossier received at HMS.

**Preliminary review indicated dossier incomplete**

Preliminary review indicated dossier complete and

Dossier approved for a future HMS promotions con

Anticipated date of presentation at P&R committee

P&R committee review completed. Recommendation

Final outcome communicated to Department.

HMS - Professorial Promotions

### Milestone Detail:

**Preliminary review indicated dossier incomplete. Additional information requested from candidate's Department.**

After a preliminary review, at least one item from our [checklist](#) is missing or requires modification. The Department has been asked to provide these items. The Office for Faculty Affairs will not be able to complete a review until the requested items are received.

[Close](#)