

## Promotion Policies & Procedures

### Neurobiology Procedure for promotion to Instructor

- Obtain support from your PI
- Forward your updated HMS formatted CV to Clifford Woolf with a cc to your PI with the subject "For Promotion to Instructor".
- Include in that email a paragraph of your responsibilities, to include how you plan to meet the 50 hours of required Harvard learner teaching, and a brief description of what you will be doing in your role (for example, teaching and supervision of fellows, teach HMS rotation student, etc)
- Indicate why you have a need for the appointment (name the grant to which you intend to apply which requires an appointment as an Instructor)
- Your materials will be reviewed and you will receive feedback from the committee within 2-4 weeks of submission.
- If approved, the paperwork will be forwarded on to the Office of Faculty Affairs at HMS.

### Terms of an appointment as an Instructor at Harvard Medical School

- Appointment is annual
- Instructor must produce evidence of teaching at Harvard for a minimum of 50 hours annually documented in the CV, or, for an 1st appointment, intended teaching responsibilities documented in Department Head nominating letter. Teaching is broadly defined to include the teaching of medical, dental, graduate, and undergraduate students, trainees, or peers at any Harvard Institution.
- Instructor agrees to comply with HMS policies and procedures, including COI disclosures and Use of Harvard Name requirements.