

## Promotion Policies & Procedures

The Department of Neurology and Harvard Medical School allow a very limited number of Instructor appointments to senior level postdoctoral fellows who have demonstrated a high level of achievement. The Instructor appointment duration is time limited, one year and renewable twice, and is not on the tenure track. These appointments are intended to enable distinguished postdoctoral fellows to apply for grants available to investigators who are not independent faculty or for transition to independence awards. It is expected that fellows who receive the Instructor appointment will apply for an independent faculty position within the first 2 years of the appointment.

### Neurobiology Procedure for promotion to Instructor

- Obtain support from your PI
- Ask your PI to write a letter of recommendation addressed to Dr. Scott Pomeroy. The letter should describe the candidate, and evidence supporting their promotion to Instructor including their career status, recent accomplishments and publications, reasons for the promotion, and plan for wrapping up at Children's and moving on to their independent position.
- Forward the candidate's updated HMS formatted CV to Scott Pomeroy with a cc to Clifford Woolf, Amy Weinberg, and 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 to that requires an appointment as an instructor)
- Your materials will be reviewed by Dr. Pomeroy
- If approved, the paperwork will be forwarded on to the Office of Faculty Affairs at HMS and you will be notified.

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

- Instructor must produce evidence of teaching at Harvard for a minimum of 50 hours annually documented in the CV, for a 1<sup>st</sup> appointment, intended teaching responsibilities document 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.