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**Center for Faculty Development**  
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*Office for Research Careers*  
- Graduate Student Division  
- Post Doctoral Division  
*Office for Senior Faculty Affairs*  
*Office for Well-Being*  
*Office for Women's Careers*

### **OBTAINING AN HMS APPOINTMENT FOR AN OUTSIDE HIRE AT ASSISTANT PROFESSOR OR ABOVE**

*New recruits to the Faculty of Medicine (Assistant Professor and up) whose official title is pending review by an appointment committee may be given the title of **Member of the Faculty, generally for up to one year**, while waiting for approval of their ultimate intended title. This appointment will allow for activation of their Harvard ID and access to Harvard resources. The appointment may only be renewed for one additional year.*

--July 2022 HMS Handbook

It is crucial when hiring a new faculty member from the outside to initiate the process of appointment quickly, starting with obtaining the title of **Member of the Faculty**. This holding title provides the new faculty member with a HarvardKey. It is also important for the new faculty member to be aware of and understand the sequence of events from Member of the Faculty status to HMS rank.

#### **TO OBTAIN MEMBER OF THE FACULTY STATUS:**

##### **a) Prepare the HMS CV**

Drafting an HMS CV can be tedious to onerous, depending on the seniority of the faculty member. The faculty member needs to be given resources to expedite the transformation of their CV to the HMS format, starting with the [Faculty of Medicine CV Pre-Formatted Word TEMPLATE.June2022](#) and [Faculty of Medicine CV Instructions GUIDE.June2022](#).

Departmental administrative support is crucial, but given the size of the division or department, administrators may not have the bandwidth to translate a non-HMS CV into an HMS CV.

The CFD website <https://www.massgeneral.org/faculty-development/promotion-cv> includes helpful information on the specificities of the HMS CV. Anne Levy, PhD, CFD Senior Program Manager, offers CV consults through this link: <https://cficonsults.mgh.harvard.edu/>. She does not have time to completely translate a CV into HMS format but can provide focused advice to the faculty member and fine-tune their draft HMS CV.

EasyCV.me, <https://www.home.easycv.me/>, offers to import a CV into the HMS version, starting at \$300. (The fee is determined by how complex the CV is.) EasyCV.me typically can turn around a CV within 2-3 weeks for Assistant and Associate Professors. They can expedite imports as well, depending on the current state of the CV and the urgency of the need. Their typical turnaround timeframe includes a 2-step process: data import of the entire CV; QA review of the CV to ensure all content relevant to the CV is imported. They also offer a 1:1 optional 30-min Zoom training on quick tips

for using the portal and updating and maintaining their CV. Note that they ask that the CV section headers align with those of the HMS CV (which will require work on the part of the faculty member or administrator); otherwise, they cannot import that section.

**b) Compose a letter from the Department Chair to the HMS Dean**

This letter requests approval for a Member of the Faculty appointment, including initial date of and reasons for hire as well as expected timeline for submission of materials for rank appointment.

It is challenging to ask the new hire to draft this letter, so each department needs to determine who does so for the Department Chair, most likely an administrator. Ideally, the new hire will know who that person is.

The Department Chair will have negotiated with the new hire the rank at which that individual is to be appointed. In some cases, determining the appropriate rank will require input from the departmental promotions committee. The new hire should be made aware of this contingency. If rank is unclear, the letter can state that a final decision will be made by the internal promotions committee.

**c) Search documentation**

Departmental administration takes care of putting this documentation together.

**→ The department will submit a packet to HMS. This process can be accomplished quickly, once the HMS CV is ready.**

**TO OBTAIN AN HMS RANK TITLE:**

The new hire will go through the same process as internal faculty considered for promotion to the rank in question. The department is in charge of explaining that process to the new faculty member and helping that individual to navigate it. The CFD website <https://www.massgeneral.org/faculty-development/promotion-cv> provides helpful information on the promotion process, and CFD Senior Program Manager Anne Levy is available, as are CFD Office Directors, for consultation through this link: <https://cfid-consults.mgh.harvard.edu/>.

**→ This process takes much longer. The goal is to get the required documentation ready and sent to HMS quickly, given that Member of Faculty status is temporary and can be renewed only once.**