

Case statement (including department vote by name, with an "as of" date for the vote tally.)

See [Case Statement Template](#) and [Checklist](#).

Department vote

"As of" date

Name	In Favor	Opposed	Abstain	No Vote Submitted	On Leave?
First Name, Last Name				X	Yes
First Name, Last Name	X				No
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X		X		
First Name, Last Name		X			
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
TOTAL	10	1	1	1	

Authorization letter for the review

Letter to the candidate marking the start of the review process

CV, including a bibliography

- Note: Candidates who opted in Spring 2020, Spring 2021, and/or Spring 2022 for an extension of their associate review clock due to the COVID-19 pandemic and/or parental leave and/or have thereafter extended their clock due to medical leave and/or parental leave, may include the following language in their c.v.s, if they wish:
 - "Harvard's Faculty of Arts and Sciences grants appointment extensions and teaching relief to tenure-track faculty, in keeping with its policies related to the COVID-19 pandemic, medical leave, and parental leave. Accordingly, Harvard delayed my associate review by [INSERT NUMBER OF YEARS OR, IF LESS THAN ONE YEAR, NUMBER OF MONTHS] [INCLUDE IF APPROPRIATE: and gave me [INSERT NUMBER] course[s] of teaching relief."

Research statement

A list of current and pending funding (as applicable)

Teaching/advising/mentoring statement

Service/citizenship statement

Statement on publications overlap and joint authorship

List of teaching awards (if applicable)

Representative course syllabus

Representative course syllabus

Representative course syllabus

[A summary teaching chart](#), indicating any semesters on leave and which, if any, courses were taught remotely, whether partially or in full, due to the COVID-19 pandemic

List of advisees and mentees

- A list of past and present undergraduate, graduate, and (as relevant) postdoctoral advisees and mentees (including those who have moved to another research group); informal advisees and mentees may also be included.

Initial inquiry letter, if applicable (including documentation of any initial inquiries conducted by telephone) and all replies

[Tenure review letter](#), for arm's-length external letter writers

Collaborator/mentor or "internal external" [solicitation letter\(s\)](#):

- Solicitation letter(s), if any, for letter writers in the categories of:
 - collaborator or mentor
 - or
 - "internal external" letter writers from another Harvard department, center, or Harvard school

Table of letter writers:

- A list (see [Sample Table](#)) of people from whom the arm's-length external letters (and any optional letters from collaborators or mentors, and/or "internal external" letter writers) were solicited, including the rationales for their inclusion, an indication of which letter writers also wrote letters for the associate review, which (if any) were also comparands in the comparand list that the department originally sent to letter writers, and indicating (with asterisks) those who replied and (without asterisks) those who did not reply

External letter 1

External letter 2

External letter 3

External letter 4

External decline 1

External decline 2

Collaborator/mentor letter 1

Collaborator/mentor decline 1

"Internal external" letter 1

"Internal external" decline 1

Publication information (please note that this should be a list only; the full set of publications should be sent as a separate PDF).

- A list of candidate publications chosen by the department to be submitted to the *ad hoc* committee. E.g.,
 - Selected significant articles and most recent articles (or other works)
 - Significant unpublished manuscript(s)
 - Books
- In book fields, a list of all significant reviews of the candidate's publications
- In art-making fields, a list of selected significant creative works and most recent works chosen by the department to be submitted to the *ad hoc* committee, and a list of all significant reviews

Citation information, in table format (See [Sample Citation Table](#)), if appropriate to the field

- Total citation count for the candidate and comparands
- Citation count for each of the candidate's publications