



Department Head Nominating Letter TEMPLATE

Letter length should be commensurate with desired rank:

Recommended length: ≤ 6 pages for Professor

Recommended length: ≤ 4 pages for Associate Professor

Recommended length: ≤ 2 pages for Assistant Professor

Please copy and paste text below, excluding headers and footers, into your personal letterhead.

When ready, submit a scanned pdf copy.

[DATE]

[NAME OF DEAN, DEGREE]
Dean of the Faculty of Medicine
Harvard Medical School
Gordon Hall
25 Shattuck Street
Boston, Massachusetts 02115

Dear Dean [NAME],

INTRODUCTORY PARAGRAPH

I propose the [promotion OR appointment] of [NAME AND DEGREE OF CANDIDATE], [to OR as] [RANK AND DEPARTMENT OF PROPOSED APPOINTMENT] (full-time/part-time), at Harvard Medical School. Dr. [CANDIDATE'S LAST NAME] Area of Excellence is *(Investigation/Clinical Expertise and Innovation/Teaching and Educational Leadership)*. His/her significant supporting activity(ies) is/are *(Administration and Institutional Service/Clinical Expertise/Education of Patients and Service to the Community/Investigation/Special Merit in Education – these are optional – choose any that apply)*. Dr. [CANDIDATE'S LAST NAME] accomplishments are focused in the area(s) of *(succinctly summarize in one sentence)*.

DESCRIPTION OF THE CANDIDATE AND HIS/HER CONTRIBUTIONS

- BACKGROUND AND TRAINING (one paragraph)
- REVIEW OF CURRENT ACTIVITIES
For all candidates currently at Harvard, emphasize the candidate's activities at Harvard and its affiliates, but also include a brief description of outside positions, if applicable.

- AREA OF EXCELLENCE – choose ONE from the following:
Clinical Expertise and Innovation
Investigation
Teaching and Educational Leadership

Using the rank-appropriate metrics outlined in the faculty handbook, describe the candidate's:

- *contributions, achievement and impact*
 - *reputation*
 - *demonstration of scholarship*
- EVALUATION FOR TEACHING AND EDUCATION
 All candidates will be evaluated for teaching and educational contributions to the Harvard community. Please describe these activities in this section unless Teaching and Educational Leadership is the area of excellence and they have already been addressed above.
 - SIGNIFICANT SUPPORTING ACTIVITIES
 Include this section only if at least one of the optional significant supporting activities has been formally designated as part of the candidate's proposed promotion profile. Report on activities to which the candidate has made substantial contributions outside his/her area of excellence, choosing all that apply from these five categories:

Administration and Institutional Service
Clinical Expertise
Education of Patients and Service to the Community
Investigation
Special Merit in Education

REVIEW OF SOLICITED LETTERS *(if already obtained)*

Please provide a brief overview of the letters and comment on any concerns raised therein. Note any declines or instances in which no response was received.

STATEMENT ON INTEGRITY AND PROFESSIONALISM *(required as either a component of this nominating letter, as a separate addendum to the nominating letter, or as noted on the Assistant and Associate Term Appointment Promotion Cover Sheet FORM)*

Dr. [CANDIDATE'S LAST NAME] is a faculty member in good standing with an appropriate hospital appointment and associated credentialing *(for clinical faculty)*. To the best of my knowledge, other than as may be indicated in this letter, Dr. [CANDIDATE'S LAST NAME] has *not* been sanctioned or disciplined by a hospital, state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no current investigations or other concerns known to me that raise questions about his/her integrity, professionalism, competence, or the quality of his/her contributions as a faculty member of Harvard Medical School.

SUMMARY

Provide a concluding paragraph summarizing the proposal.

SIGNATURE OF THE NOMINATING DEPARTMENT HEAD

At the discretion of the appointing department head, the letter may be co-signed by the institutional department head, division chief, or other appropriate senior member of the department.