# Chief Academic or Executive Officer Proposing Incumbent for a Department Head Appointment

# TEMPLATE

*Recommended length: 1-2 pages*

# (please copy and paste text below into your personal letterhead)

[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 write to inform you that [NAME OF FORMER DEPT HEAD, DEGREE]will (has) [RETIRE(d)/STEP(ed) DOWN OR OTHERWISE RELINQUISH(ed) HIS/HER] role as Head of the Department of[NAME OF DEPARTMENT, INSTITUTION]effective [EFFECTIVE DATE].

[NAME OF INSTITUION] will be appointing Dr. [NAME OF NOMINATED INCUMBENT] as the [NEXT or INTERIM] Academic Head for the Department of [NAME OF DEPARTMENT]. Dr. [NAME OF NOMINATED INCUMBENT] is currently [ACADEMIC TITLE] and in [HIS/HER] new role will serve as [ANY ADMINISTRATIVE TITLE(s)]. We request that this appointment be effective [EFFECTIVE DATE], and remain active [THROUGH A DATE or UNTIL A SPECIFIC ACTION].

To the best of my knowledge, other than may be indicated in this letter, Dr. [NAME OF CANDIDATE] 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 concerns known to me that raise questions about [HIS/HER] integrity, [HIS/HER] competence, or the quality of [HIS/HER] contributions as a new department head of Harvard Medical School. [*If candidate is external to institution, add*: Upon Dr. [NAME OF CANDIDATE]’s arrival at [NAME OF INSTITUION], we will pursue appropriate credentialing for [HIM/HER].

**SUMMARY**

*Provide a concluding paragraph summarizing the proposal or if this is an interim appointment, the expected process for appointing a permanent department head.*

[SIGNATURE OF THE CHIEF ACADEMIC OR EXECUTIVE OFFICER]