# Department Head Letter for Initial Lecturer Appointment TEMPLATE

# (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]:

I would like to recommend [CANDIDATE FIRST NAME MI LAST NAME, TITLE] to be nominated as [LECTURER/SENIOR LECTURER – INDICATE, PART-TIME IF APPLICABLE] of [DEPARTMENT NAME] at Harvard Medical School for the period of July 1, [YEAR] – June 30, [YEAR]. This appointment is in addition to Dr. [LAST NAME OF CANDIDATE]’s clinical professional staff appointment as [HOSPITAL TITLE]. Dr. [LAST NAME OF CANDIDATE]’s will be working clinically [NUMBER] days a week at [HOSPITAL].

[FOR SENIOR LECTURER: OUTLINE CANDIDATE’S ACCOMPLISHMENTS THAT MEET CRITERIA OF “Exceptional teaching and noteworthy, long established accomplishment in one’s field; reputation consistent with general criteria for a Professorial appointment” and REMOVE PARAGRAPH BELOW]

[FOR LECTURER: REMOVE PARAGRAPH ABOVE AND COMPLETE:]

Dr. [LAST NAME OF CANDIDATE] completed his/her Medical Degree at [INSTITUTION NAME] on June [YEAR] and clinical Internship and Residency at [INSTITUTION NAME] in June [YEAR]. S/he recently completed her/his [FELLOWSHIP NAME] Fellowship within our department in June [YEAR].

His/Her responsibilities will include (change accordingly, for example: teaching and supervision of residents and fellows in training and teach Harvard Medical student rotations in the operating rooms and outpatient sites at our hospital).

Dr. [CANDIDATE LAST NAME]’s mentor will be Dr. [MENTOR NAME] and s/he will comply with the [NAME OF YOUR HOSPITAL] Conflict of Interest policy.

[STATEMENT ON INTEGRITY AND PROFESSIONALISM (required for this letter)]

To the best of the appointing department’s knowledge, this individual 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 us that raise questions about his/her integrity, professionalism, competence, or the potential quality of his/her future contributions as a member of the Harvard University Faculty of Medicine.

I am delighted to recommend him/her without hesitation. Thank you for your consideration in this matter.

Sincerely,

[DEPARTMENT HEAD SIGNATURE]