**Department Head Nominating Letter for a Professor in a Secondary Department within the Faculty of Medicine TEMPLATE**

Recommended length: 1-2 pages

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

**When ready, submit a scanned pdf copy.**

[DATE]

George Q. Daley, MD, PhD

Dean of the Faculty of Medicine  
c/o Office for Faculty Affairs

Harvard Medical School

Gordon Hall, Suite 206

25 Shattuck Street

Boston, Massachusetts 02115

Dear Dean Daley:

**INTRODUCTORY PARAGRAPH**

I propose the appointment of [NAME AND DEGREE OF CANDIDATE], Professor of [DEPARTMENT OF PRIMARY DEPARTMENT] in the Faculty of Medicine be given a second appointment as Professor of [DEPARTMENT OF PROPOSED SECONDARY APPOINTMENT].

**DESCRIPTION OF THE CANDIDATE AND HIS/HER CONTRIBUTIONS TO THE SECOND DEPARTMENT**

* BACKGROUND AND TRAINING (one paragraph)
* REVIEW OF CURRENT AND FUTURE ACTIVITIES IN SECOND DEPARTMENT

The letter should contain a clear explanation of the significant contributions that the candidate makes to the second department in the areas of teaching, research and/or clinical programs that would warrant the proposed appointment.

**REVIEW OF SOLICITED LETTERS**

Please provide a brief overview of the letters and comment on any concerns raised therein.

**STATEMENT ON INTEGRITY AND PROFESSIONALISM** (required as a component of this nominating letter)

This candidate is a faculty member in good standing with an appropriate hospital appointment and associated credentialing. To the best of my knowledge, other than as may be indicated herein, the 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 pending or closed investigations or other concerns known to me that raise questions about the candidate’s integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate’s contributions as a member of the Faculty of Medicine of Harvard University.

**SUMMARY**

Provide a concluding paragraph summarizing the proposal.

**SIGNATURE OF THE NOMINATING DEPARTMENT HEAD**

At the discretion of the secondary appointing department head, the letter may be co-signed by the primary department head as indication of approval of the second appointment or the primary department head may provide a separate letter.

Sincerely,

Signature of the nominating department head

Co-signature of the primary department head (optional; may be a separate letter)