# Department Head Letter Requesting Faculty Change to Corresponding Member of the Faculty 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 am writing to request a change of title for Dr. [FIRST NAME MI LAST NAME] from [CURRENT ACADEMIC APPOINTMENT TITLE] to Corresponding Member of the Faculty of [DEPARTMENT NAME. Dr. [LAST NAME] has indicated his/her intention to retire from regular activities within the department on [EFFECTIVE DATE].

S/he will continue to contribute to the department by [LIST ACTIVITIES THAT WARRANT A CONTINUED HONORARY APPOINTMENT].

I believe that a title of Corresponding Member of the Faculty would be appropriate for Dr. [LAST NAME]. I support this change in title and hope that you will approve this appointment in recognition of Dr. [LAST NAME]’s past service to [AFFILIATED INSTITUTION] and his/her continued affiliation to our department.

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

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.

Thank you for your consideration.

Sincerely,

[DEPARTMENT HEAD SIGNATURE]