# Department Head Letter for Soliciting Evaluation for Reappointment as

# Professor, Part-time TEMPLATE (Internal or External)

# (please copy and paste into your personal letterhead)

[DATE]

[ADDRESS]

Dear ,

Harvard Medical School is considering the reappointment of [FULL NAME AND DEGREE OF CANDIDATE], as [RANK AND DEPARTMENT OF CURRENT APPOINTMENT]. I am writing to ask that you share your thoughts regarding Dr. [LAST NAME OF CANDIDATE]’s contributions to the department, the field, and to the mission of Harvard Medical School for purposes of this reappointment.

I know that this request may be an imposition on your schedule; however, I would like to emphasize the critical role that comments such as yours play in helping the Harvard Faculty of Medicine remain updated on faculty accomplishments and maintain excellence in the management of these appointments. Please respond at your earliest convenience, hopefully before [DATE]. For any questions or concerns, please don’t hesitate to contact my office [DEPARTMENT HEAD CONTACT INFORMATION HERE].

Your assistance in this matter is greatly appreciated.

Sincerely,

[DEPARTMENT HEAD SIGNATURE]

Encl.: [LAST NAME OF CANDIDATE]’s Harvard C.V.