# Professor of Clinical X

# Department Head Nominating Letter TEMPLATE

*Recommended length: < 6 pages*

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

# When ready, submit a scanned pdf copy with the other components of the Professor of Clinical X evaluation package to professorial.materials@hms.harvard.edu.

[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 promotion of [NAME AND DEGREE OF CANDIDATE], to Professor of Clinical [DEPARTMENT] full-time, at Harvard Medical School. Dr.[CANDIDATE’S LAST NAME]accomplishments are focused in the area(s) of *(succinctly summarize in one sentence)*.

**DESCRIPTION OF THE CANDIDATE AND THEIR CONTRIBUTIONS**

* Background and Training
* Summary of the candidate’s contributions that have resulted in a national, and in many cases international, impact in and reputation for advancing the practice of medicine for which the candidate’s clinical expertise and excellence is expected to be integral. Ordinarily, the candidate should have a primary focus within one of the following domains of contribution:
	+ - Knowledge synthesis or novel application of clinical knowledge to formulate and advance best practices in medicine or care delivery and their uptake
		- Educational leadership and generativity in medical education (undergraduate, post-graduate, faculty development, and/or continuing professional education)
		- Administrative leadership in academic medicine
		- Transformative service and leadership that advances health equity and the quality of health and health delivery in minoritized, socially marginalized, or other underserved communities.
* Summary and contextualization of indicators, direct observation, and other relevant evidence that demonstrates the candidate’s record in each and all of the following areas (for details, please see Promotion Profile for Professor of Clinical X):
	+ Clinical expertise: recognition as a clinical expert as evidenced by national, and in many cases international, leadership roles and reputation related to the clinical field.
	+ Clinical excellence: recognition of clinical excellence as evidenced by national, and in many cases international, reputation in clinical care.
	+ Teaching excellence: candidates must demonstrate a record of teaching excellence; ordinarily their teaching excellence will be relevant to their area of clinical expertise and excellence.
* Significant Supporting Activities, where appropriate and additive to the primary domain of contribution (e.g., in Administration and Institutional Service; Clinical Expertise; Diversity, Equity, and Inclusion; Education of Patients and Service to the Community)

**REVIEW OF 360-STYLE SURVEYS** *(add this section later in the process)*

Please provide a brief summary of the findings of the 360-style surveys. Comment on strengths as well as any concerns raised therein; please comment on and provide any relevant contextualization regarding their consistency with other indicators of clinical and teaching excellence. Please describe the number of respondents and their professional backgrounds (including academic rank, if relevant), the context and recency of their observations of the candidate, and note any declines or nonresponses.

**REVIEW OF SOLICITED LETTERS** *(add this section later in the process)*

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

**STATEMENT ON INTEGRITY AND PROFESSIONALISM** *(required as either a component of this nominating letter or as a separate addendum to the 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 appointing department head, the letter may be co-signed by the institutional department head, division chief, or other appropriate senior member of the department.