# Department Head or CEO Letter Proposing Incumbent for an Endowed Professorship

# TEMPLATE

*Recommended length: ~2 pages*

# (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],

**INTRODUCTORY PARAGRAPH**

*Choose one of the following paragraphs, as appropriate (if none of these scenarios seems appropriate, e.g. proposed endowed appointment is through candidate’s secondary academic department, please contact the Office for Faculty Affairs before composing this letter):*

*(First incumbent)*

I write to propose [NAME OF CANDIDATE, DEGREE]as the first incumbent of the *\_\_\_\_\_\_\_\_\_\_\_ Professorship of \_\_\_\_\_\_\_\_\_\_*. Dr. [NAME OF CANDIDATE] is currently [ACADEMIC TITLE] at [INSTITUTION]. He/She also serves as [ANY ADMINISTRATIVE TITLE(s)] (if applicable).

*(Subsequent incumbent - endowed professorship is currently vacant)*

I write to propose [NAME OF CANDIDATE, DEGREE], currently [ACADEMIC TITLE] at [INSTITUTION], as the next incumbent of the *\_\_\_\_\_\_\_\_\_\_\_ Professorship of \_\_\_\_\_\_\_\_\_\_*. He/She also serves as [ANY ADMINISTRATIVE TITLE(s)] (if applicable). This professorship became vacant when the prior incumbent, Dr. [NAME OF PRIOR INCUMBENT AND BRIEF DESCRIPTION OF WHY PROFESSORSHIP IS VACANT].

*(Subsequent incumbent – current incumbent transitioning to Distinguished/Emeritus/a)*

I write to propose[NAME OF CANDIDATE, DEGREE], currently [ACADEMIC TITLE] at [INSTITUTION], as the next incumbent of the *\_\_\_\_\_\_\_\_\_\_\_ Professorship of \_\_\_\_\_\_\_\_\_\_*. He/She also and serves as [ANY ADMINISTRATIVE TITLE(s)] (if applicable). [NAME AND DEGREE OF CURRENT INCUMBENT], currently the *\_\_\_\_\_\_\_\_ Professor of \_\_\_\_\_\_\_\_\_\_,* will transition to become the *\_\_\_\_\_\_\_\_ Distinguished Professor of \_\_\_\_\_\_\_\_\_* (or) *\_\_\_\_\_\_\_\_\_\_Professor of \_\_\_\_\_\_\_\_, Emeritus/a*.

*(Associate Professor incumbent moving up to Professor incumbent)*

[NAME OF CANDIDATE, DEGREE] previously held the title of the *\_\_\_\_\_\_\_\_\_\_\_ Associate Professor of \_\_\_\_\_\_\_\_\_\_* at [INSTITUTION]. He/she was recently promoted to the rank of Professor of \_\_\_\_\_\_\_\_\_\_\_\_ at [INSTITUTION]. At this time, I would like to request that Dr. [NAME OF CANDIDATE] continue as the incumbent of the\_\_\_\_\_\_\_\_\_\_\_ *Professorship of* \_\_\_\_\_\_\_\_\_\_ serving at [INSTITUTION]. He/She also serves as [ANY ADMINISTRATIVE TITLE(s)] (if applicable).

*(Existing incumbent reappointment to a termed endowed professorship)*

I write to propose [NAME OF EXISTING INCUMBENT, DEGREE], currently [ADMINISTRATIVE TITLE(s)], to an additional [X] year term as incumbent of the *\_\_\_\_\_\_\_\_\_\_\_ Professorship of \_\_\_\_\_\_\_\_\_\_* to serve at [INSTITUTION].

**IDENTIFICATION OF CANDIDATE INCUMBENTS**

*This section may be omitted for nominations of an Associate Professor incumbent moving up to Professor incumbent and existing incumbent reappointment to a termed professorship. In those instances, please note that circumstance instead.*

* NOTE THE TOTAL NUMBER OF ELIGIBLE CANDIDATES BASED ON PARAMETERS ESTABLISHED IN THE PROFESSORSHIP TERMS

For example, if the terms say that the incumbent will be a professor in department/division X, list the total number of professors in the department/division who do not already hold an HMS endowed professorship. If the terms say that the incumbent will be a professor or associate professor with expertise in a particular field, or one who fills a specific administrative position, list the total number of professors and associate professors who meet that criterion.

* DESCRIBE SPECIFIC STEPS TAKEN TO IDENTIFY WOMEN AND MINORITY CANDIDATES

Please note the number of eligible candidates who are women and/or minorities, but do not specifically identify such candidates.

* EXPLAIN THE RATIONALE AND PROCESS USED TO NARROW THE LIST OF ELIGIBLE CANDIDATES

Please note any additional factors relevant to the incumbent selection process, e.g. recruitment, retention, leadership, and academic merit, as well as the procedure followed, e.g. formation of a selection committee or solicitation of nominations.

**DESCRIPTION OF THE FINAL CANDIDATE AND THEIR CONTRIBUTIONS**

*This section may be omitted for nominations of an Associate Professor incumbent moving up to Professor incumbent and existing incumbent reappointment to a termed professorship*

* BACKGROUND AND TRAINING (brief; ~ one paragraph)
* REVIEW OF CURRENT ACTIVITIES

Overview of research, clinical, educational and administrative activities as appropriate.

* APPROPRIATENESS OF NOMINATED INCUMBENT FOR ENDOWED PROFESSORSHIP Please emphasize how the nominated incumbent’s expertise matches the intentions of the donor as described in the endowed professorship term document (e.g. “The terms of the professorship state that the incumbent should be a professor in the Department of [DEPARTMENT] whose research focuses on [X]).
* SELECTION OF THE FINAL CANDIDATE OVER OTHERS WHO WERE ELIGIBLE

Please describe why this candidate was selected over the others, taking into account any relevant factors identified in the previous section of this letter.

**STATEMENT ON INTEGRITY AND PROFESSIONALISM**

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 APPOINTING DEPARTMENT HEAD AND/OR CEO]

*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.*

*If the incumbent serves at a non-appointing HMS academic institution, the letter must be signed by both the Hospital President/CEO and appointing department head.*