# Department Head/CEO Request for Professorial Search TEMPLATE

Recommended length: 2-3 pages

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

When ready, submit a scanned pdf copy to your senior appointments committee (if applicable) and cc [seniorprofsearch@hms.harvard.edu](mailto:seniorprofsearch@hms.harvard.edu). If your institution does not have a senior appointments committee, please send the pdf copy to [seniorprofsearch@hms.harvard.edu](mailto:seniorprofsearch@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:

I am writing to request authorization to search for a Professor *(add* and Associate Professor *if applicable*) for the [NAME OF DEPARTMENT] at [NAME OF INSTITUTION]. The position will fill a departmental need for a senior leader to [DESCRIBE THE RATIONALE FOR THE RECRUITMENT].

**Nature of the job** (1-4 paragraphs as applicable)

Criteria by which the final candidates should be judged with regard to:

* + Research needs
  + Teaching needs
  + Clinical needs
  + Administrative responsibilities

**Qualifications needed** (1 paragraph)

**Plans for the search** (e.g., searching for a diverse slate of candidates; appended list of proposed committee members—see below)

**List of individuals regarded by the department as suitable candidates for the position** (*optional*). This list may be appended. Ordinarily, no action on the part of the department should be taken to establish the credentials of these individuals at this time.

**SUMMARY**

Provide a concluding paragraph summarizing the proposal.

**SIGNATURE OF THE NOMINATING DEPARTMENT HEAD OR CEO/PRESIDENT**

At the discretion of the appointing department head or CEO, the letter may be co-signed by the institutional department head, division chief, or other appropriate senior member of the department.

**APPEND PROPOSED NAMES OF MEMBERS OF THE SEARCH COMMITTEE ON A SEPARATE PAGE**

* List names, titles and institution
* Generally, Department Head searches have 10-16 members while non-Department Head Professorial searches may have fewer members may (between 7-9 members)
* *Please note that the Senior Appointments Committee, Council of Academic Deans, or the Dean’s office may modify the list of suggested names, especially in cases where diversity is insufficient among the original proposed group of members*

Voting members of the Search Committee may include:

* Another Department Head at the recruiting institution or a comparable senior faculty member to chair the Search Committee when the search is for a Department Head.
* Professors from the field in which the search will occur; may include persons outside the Faculty of Medicine and Harvard University
* Professors from related fields
* Professors from multiple affiliated institutions other than the institution seeking the candidate
* Director/President/Trustee/Vice-President and/or Academic Dean of the affiliated institution
* Representative of the Dean’s office
* An *Associate Professor* who does not hold one of the above roles may participate in the candidate selection phase of the Search if the Associate Professor extends the diversity of the committee AND the search advertises for both Professor and Associate Professor candidates

Members of the Search Committee may NOT include:

* Anyone likely to be a candidate
* Anyone who will report to the new recruit
* Faculty members who do not hold the rank of Professor other than those described above