# Department Head or CEO Nominating Letter for Current Endowed Incumbent to Distinguished Status

# 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],

**INTRODUCTORY PARAGRAPH**

I write to propose [NAME OF CANDIDATE, DEGREE]currently \_*\_\_\_\_\_\_\_\_\_\_* Professor of \_\_\_\_\_\_\_\_\_\_ serving at [INSTITUTION] as the \_\_\_\_\_\_\_\_\_\_\_ Distinguished Professor of \_\_\_\_\_\_\_\_\_\_, to continue serving at [INSTITUTION]. Dr. [LAST NAME] will maintain an active hospital title at [INSTITUTION] for the duration of this appointment.

**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.

[SIGNATURE OF THE APPOINTING DEPARTMENT HEAD AND/OR HOSPITAL PRESIDENT/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.*