# Format for Institutional Commitments for Professor TEMPLATE

# (please copy and paste one of the relevant sections below into your personal letterhead)

[DATE]

[NAME, DEGREE]

Dean of the Faculty of Medicine  
Harvard Medical School

Gordon Hall

25 Shattuck Street

Boston, Massachusetts 02115

Dear Dean [NAME],

*(option #1)*

**Promotions/Appointments Without Limit of Time (WLT)**  
The [AFFILIATED INSTITUTION] requests that the Harvard Medical School establish a professorship without limit of time for [CANDIDATE FULL NAME]. The [AFFILIATED INSTITUTION] agrees to guarantee the academic salary and fringe benefit costs of this professorship and to maintain the incumbent’s active appointment at [AFFILIATED INSTITUTION] until the retirement, resignation or death of the incumbent. For the avoidance of doubt, this guarantee means that if [AFFILIATED INSTITUTION] proposes to end the incumbent’s active appointment at [AFFILIATED INSTITUTION] prior to retirement, resignation or death, then [AFFILIATED INSTITUTION] will do so by seeking removal for grave misconduct or neglect of duty under Harvard University’s Third Statute (with the process to be initiated and case presented by the [AFFILIATED INSTITUTION], if so requested by Harvard).

*(option #2)*

**Promotions/Appointments Of Indefinite Duration (OID)**  
The [AFFILIATED INSTITUTION] requests that the Harvard Medical School establish a professorship of indefinite duration for [CANDIDATE FULL NAME]. Should adequate support for the academic salary and fringe benefits of this professorship not be available from sources outside the university, it is understood that Harvard University may exercise its right to set a terminal date to this appointment. Otherwise, this professorship will terminate upon the retirement, resignation, or death of the incumbent, and [AFFILIATED INSTITUTION] agrees to maintain the incumbent’s active appointment at [AFFILIATED INSTITUTION] throughout the duration of the professorship. For the avoidance of doubt, this guarantee means that if [AFFILIATED INSTITUTION] proposes to end the incumbent’s active appointment at [AFFILIATED INSTITUTION] prior to retirement, resignation, death, or lack of funding following the requisite notice period, then [AFFILIATED INSTITUTION] will do so by seeking removal for grave misconduct or neglect of duty under Harvard University’s Third Statute (with the process to be initiated and case presented by the [AFFILIATED INSTITUTION], if so requested by Harvard).

[HOSPITAL PRESIDENT/CEO SIGNATURE]