# Professor of the Practice

# Department Head Nominating Letter TEMPLATE

*Recommended length: < 4 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 the Practice 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 appointment of [NAME AND DEGREE OF CANDIDATE], as *Professor of the Practice in the Department of [APPOINTING DEPARTMENT NAME] [full-time OR part-time]*, within the Harvard University Faculty of Medicine. Dr.[CANDIDATE’S LAST NAME]accomplishments are focused in the area(s) of *(succinctly summarize in one sentence)*.

**DESCRIPTION OF THE CANDIDATE AND HIS/HER CONTRIBUTIONS**

* BACKGROUND AND TRAINING
* REVIEW OF PAST AND/OR CURRENT PRACTITIONER ACTIVITIES (e.g. roles in industry, government, or the non-profit sector), FOCUSING ON THOSE THAT CONTRIBUTED TO THE CANDIDATE’S NATIONAL/INTERNATIONAL PROFILE
* CONTRIBUTIONS AROUND TEACHING AND EDUCATION

All candidates must contribute to the Harvard community through teaching and the educational mission. For candidates not yet at Harvard, please describe their anticipated contributions in this area.

* SUPPORTING ACTIVITIES (e.g. current or anticipated administrative roles at Harvard)

**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.