



**Department Head/CEO Request for a Professorial Target of Opportunity 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 [professorial.materials@hms.harvard.edu](mailto: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:

I am writing to request authorization for an exception to a search for a Professor to be appointed within the Department [NAME OF DEPARTMENT] at [NAME OF INSTITUTION]. The position will fill a departmental need for a senior leader to [DESCRIBE THE ROLE].

*Please discuss the unique nature of the candidate's qualifications and the specific circumstances that support a target of opportunity recruitment. Please address each of the categories below, including how the candidate came to be known to the department.*

**Excellence**: *the singular nature of the individual's academic accomplishments and the potential for contributions to the Harvard community;*

**Diversity**: *the progress toward excellence through diversity and inclusion, if any, that would be achieved through the candidate's recruitment;*

**Field size**: *the nature of the field in which the candidate works and the small number of comparable leaders in the discipline available to join the Harvard community;*

**Timing**: *the nature of the candidate's availability that would preclude committing the time needed to conduct a full search;*

**Urgent circumstances**: *for institutional specific reasons, whether there is an urgent need to be addressed by the recruitment; and*

**Availability**: *how the candidate and his/her availability came to be known.*

## **STATEMENT OF INTEGRITY AND PROFESSIONALISM**

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 future contributions as a member of the Faculty of Medicine of Harvard University.

## **SUMMARY**

*Please 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 CANDIDATE'S CV**

*Does not need to be in Faculty of Medicine format at this stage*