# Department Head Request for Professor in Residence Position TEMPLATE

Recommended length: 1-2 paragraphs

Possible rationales for external recruitment of a senior individual for this term-limited appointment include the following:

* A department would like to make a senior appointment in an emerging field, but does not yet feel comfortable with a long-term commitment to the topic of study
* A department would like to “buy time” to appoint a current, but more junior, Harvard faculty member to an administrative position, but that individual is thought not yet ready
* A position is currently needed, but may not be needed after 5-10 years due to anticipated advances in the field

**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)**.** If the department has a specific candidate in mind, the CV should be obtained (not needed to be in Faculty of Medicine format) and submitted at the same time.

[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 a term-limited position of Professor in Residence for the [NAME OF DEPARTMENT] at [NAME OF INSTITUTION]. The position will fill a departmental need for a senior leader to [DESCRIBE THE NEED]. The need for this position is term limited because [DESCRIBE WHY THE POSITION IS TERM LIMITED].

Sincerely,

Signature of the nominating department head