# Department Head or CEO Nominating Letter Proposing Transition of an Endowed Professorship Incumbent or Endowed Distinguished Title Appointee

# to Emeritus/a Status

# TEMPLATE

# (Please copy and paste the text below, excluding headers and footers and italic text, into your personal letterhead.

# When ready, submit a pdf copy to endowedprof@hms.harvard.edu)

DATE

George Q. Daley, MD, PhD

Dean of the Faculty of Medicine

c/o The Office for Faculty Affairs
Harvard Medical School

Gordon Hall, suite 206

25 Shattuck Street

Boston, Massachusetts 02115

Dear Dean Daley,

*Choose one of the following paragraphs based on the candidate’s current appointment as Incumbent or Distinguished.*

*Current Incumbent to Emeritus/Emerita*

I write to propose [NAME OF CANDIDATE, DEGREE],currently the \_\_\_\_\_\_\_\_\_ Professor of \_\_\_\_\_\_\_\_\_\_ serving at [INSTITUTION], as the \_\_\_\_\_\_\_\_\_\_\_ Professor of \_\_\_\_\_\_\_\_\_\_, Emeritus/Emerita as of [DATE]. The candidate has provided me with written notice of retirement at that time.

*Distinguished to Emeritus/Emerita*

I write to propose [NAME OF CANDIDATE, DEGREE],currently the \_\_\_\_\_\_\_\_\_\_ Distinguished Professor of \_\_\_\_\_\_\_\_\_\_ serving at [INSTITUTION], as the \_\_\_\_\_\_\_\_\_\_ Professor of \_\_\_\_\_\_\_\_\_\_, Emeritus/Emerita as of [DATE]. The candidates has provided me with written notice of retirement at that time.

FAITHFUL SERVICE STATEMENT

*Step 1. Review (a) the faculty member’s existing personnel file to determine whether it includes discipline, sanctions, findings of responsibility, or other personnel actions that call into question the individual’s faithful service; and (b) any other records, such as public records, (of which the employer has notice), that call into question the individual’s faithful service by presenting compelling evidence of similarly serious infractions outside of the place of employment.*

*Step 2. When ready, choose one of the following three paragraphs based on specifics of the candidate’s Harvard appointment(s). You may eliminate the bracketed language if there is no sanction, discipline, etc. to report. If you have questions about the candidate’s appointment status, please contact the Office for Faculty Affairs.*

*The candidate has one Harvard appointment*

This candidate is a retiring faculty member in good standing holding an eligible academic appointment and has attained at least the age of 60 and has five years of continuous University service. In my judgment, the candidate has fulfilled their teaching, research, and service obligations faithfully and should be awarded emeritus status based on this meritorious service. To the best of my knowledge, [other than as may be indicated herein,] the candidate has not been sanctioned or disciplined, or resigned or retired in lieu of sanction or discipline, by Harvard or any other organization or regulatory authority, and has not been convicted of a crime of moral turpitude or a crime of such a nature as to call into question the faculty member’s faithful service to Harvard. Further, there are no pending proceedings that raise questions about the candidate’s faithful service to Harvard.

*The candidate has primary and secondary appointments through Harvard Medical School or Harvard School of Dental Medicine. The primary department head signs this letter after conferring with the secondary appointment Department Head. If the primary and secondary appointments are not at the same institution, e.g. at two different affiliated hospitals, the secondary department head should complete Step 1 above before providing feedback.*

This candidate is a retiring faculty member in good standing holding an eligible academic appointment and has attained at least the age of 60 and has five years of continuous University service. I have conferred with the Head of the Department of Y at [NAME OF INSTITUTION], in which the candidate has a secondary appointment. On the basis of that discussion, and in my judgment, the candidate has fulfilled their teaching, research, and service obligations faithfully and should be awarded emeritus status based on this meritorious service. To the best of my knowledge, [other than as may be indicated herein,] the candidate has not been sanctioned or disciplined, or resigned or retired in lieu of sanction or discipline, by Harvard or any other organization or regulatory authority, and has not been convicted of a crime of moral turpitude or a crime of such a nature as to call into question the faculty member’s faithful service to Harvard. Further, there are no pending proceedings that raise questions about the candidate’s faithful service to Harvard.

*The candidate has a primary appointment through Harvard Medical School or Harvard School of Dental Medicine, and a secondary appointment through another Harvard school.*

This candidate is a retiring faculty member in good standing holding an eligible academic appointment and has attained at least the age of 60 and has five years of continuous University service. In my judgment, the candidate has fulfilled their teaching, research, and service obligations faithfully and should be awarded emeritus status based on this meritorious service. To the best of my knowledge, [other than as may be indicated herein,] the candidate has not been sanctioned or disciplined, or resigned or retired in lieu of sanction or discipline, by Harvard or any other organization or regulatory authority, and has not been convicted of a crime of moral turpitude or a crime of such a nature as to call into question the faculty member’s faithful service to Harvard. Further, there are no pending proceedings that raise questions about the candidate’s faithful service to Harvard. I recognize that approval of this proposed appointment is subject to similar examination at [NAME OF HARVARD SCHOOL], where the candidate has a secondary appointment.

I can confirm that [NAME OF CANDIDATE]’s home postal mailing address and email address for Harvard University records is currently:

|  |  |
| --- | --- |
| **Home Address** | **Email Address *(please select one option below)*** |
| [ADDRESS LINE 1] | Keep current as:  |
| [ADDRESS LINE 2] | Change to personal email *(will not be public)*: |
| [CITY, STATE ZIP] | Remove all email address contact info from HU records |

*Please note that the candidate will continue to receive communication from Harvard University (HU) after becoming emeritus/a. The home mailing address and email address noted above will become a part of the private records across all of HU (this information will never become public).  If the above contact information differs from the current listing in MARS, please submit a demographic eTAD change with this letter.  The candidate’s public mailing address will remain as the last hospital/department address that was on file.  Please discuss with the candidate whether to include a non-public personal email address for HU files.*

[SIGNATURE OF THE APPOINTING DEPARTMENT HEAD OR 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.*

**Enclosures**: Updated demographic eTAD for [NAME OF CANDIDATE, DEGREE] *(if applicable)*; copy of the candidate’s written notification