**Department Head Letter Soliciting Evaluation for**

**Assistant and Associate Professor Candidates, Full-time or Part-time TEMPLATE**(see separate template for Longer Service)

# (please copy and paste text below into your personal letterhead)

[DATE]

[ADDRESS]

Dear [NAME],

**FOR PROMOTIONS:**

Harvard Medical School is considering the promotion of [FULL NAME AND DEGREE OF CANDIDATE], from [RANK AND DEPARTMENT OF CURRENT APPOINTMENT], to [RANK AND DEPARTMENT OF PROPOSED APPOINTMENT], (full-time/part-time). I am writing to ask that you share your assessment of Dr. [LAST NAME OF CANDIDATE]’s qualifications for this promotion.

**FOR FIRST APPOINTMENTS:**

Harvard Medical School is considering the appointment of [FULL NAME AND DEGREE OF CANDIDATE], at the rank of [RANK AND DEPARTMENT OF CURRENT APPOINTMENT], (Full-time/Part-time). I am writing to ask that you share your assessment of Dr. [LAST NAME OF CANDIDATE]’s qualifications for this appointment.

**FOR ALL:**

Candidates are evaluated in one of three Areas of Excellence *(Investigation/Clinical Expertise and Innovation/Teaching and Educational Leadership)*, which represents their major area of achievement and impact. All faculty are evaluated for their contributions to teaching at Harvard. In addition, faculty making significant contributions in domains other than their designated Area of Excellence are evaluated for those accomplishments.

**Select one from the following:**

* Dr. [LAST NAME OF CANDIDATE]’s Area of Excellence is Investigation with a focus on (add candidate’s expertise here)
* Dr. [LAST NAME OF CANDIDATE]’s Area of Excellence is Clinical Expertise and Innovation with a focus on (add candidate’s expertise here)
* Dr. [LAST NAME OF CANDIDATE]’s Area of Excellence is Teaching and Educational Leadership with a focus on (add candidate’s expertise here)

I would appreciate your comments regarding the candidate’s achievements, recognition, and scholarship in this Area of Excellence. I would also appreciate your views on the candidate’s impact on the field in comparison to others in their peer group.

***FOR HARVARD LETTER WRITERS ONLY:***

***Use this paragraph unless Teaching and Educational Leadership is the Area of Excellence, and is therefore addressed above:***

Please also comment on the candidate’s contributions to teaching and education at Harvard University and its affiliated institutions. These contributions are broadly defined to include didactic teaching of students, trainees and peers; research training and mentorship; clinical teaching and mentorship; and administrative teaching leadership roles.

***Use this paragraph if the candidate has one or more defined Significant Supporting Activities; please note that these are not the same as the Area of Excellence:***

In addition, Dr. [LAST NAME OF CANDIDATE]has made significant contributions in the area(s) of: [*Administration and Institutional Service; Clinical Expertise; Diversity, Equity, and Inclusion; Education of Patients and Service to the Community; Investigation; and/or Special Merit in Education]*. I would appreciate any insights you are able to provide regarding these activities as well.

***Use this paragraph if the candidate DOES NOT HAVE defined significant supporting activities;* *select topics that ARE NOT the Area of Excellence – e.g., no need to ask for additional comments on investigation if Investigation is the Area of Excellence:***

In addition, from your point of view as a faculty member and colleague, please comment on their activities in other relevant areas with which you are familiar (e.g., investigation, administration and institutional service, teaching and training activities, etc.).

To facilitate your evaluation, I am enclosing Dr. [LAST NAME OF CANDIDATE]’s Curriculum vitae. Additionally, I have attached the criteria by which Dr. [LAST NAME OF CANDIDATE]’squalifications are to be evaluated. Please note, the specific metrics in the criteria documents represent examples and are not meant to be comprehensive. If you would like additional information regarding the criteria for promotion, please reference the HMS/HSDM Faculty Handbook, which is available here:

https://facultyhandbook.hms.harvard.edu/

Harvard Medical School is interested in making the strongest possible appointment to this position. Your evaluation will be treated as confidential, and I therefore hope you will be candid in your comments. In your response, could you please advise regarding any relationship you may have had with the candidate, personal or professional, so that I can assess the context of your remarks?

I know that this request places a heavy burden on your busy schedule; however, I would like to emphasize the critical role that reviews such as yours play in the evaluation process. Please respond at your earliest convenience, hopefully before [DATE]. For any questions or concerns, please don’t hesitate to contact my office [DEPARTMENT HEAD CONTACT INFO].

Your assistance in this matter is greatly appreciated.

Sincerely,

[DEPARTMENT HEAD SIGNATURE]

Encl.: Dr. [LAST NAME OF CANDIDATE]Harvard C.V. and criteria for promotion