# Letter from a Department Head or Representative from the Council of Academic Deans

# Nominating a Voting Member to an Executive Committee

# TEMPLATE

*Recommended length: ~2 pages*

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

[DATE]

[NAME OF DEAN, DEGREE]

Dean of the Faculty of Medicine  
Harvard Medical School

Gordon Hall

25 Shattuck Street

Boston, Massachusetts 02115

Dear Dean [NAME],

**INTRODUCTORY PARAGRAPH**

I write to nominate [NAME OF CANDIDATE, DEGREE]as a voting member of the [DEPARTMENT] Executive Committee for AYX-XX [two-year term]. Dr. [NAME OF CANDIDATE] is currently [ACADEMIC TITLE] at [INSTITUTION]. This individual also serves as [ADMINISTRATIVE TITLE(s)] [if applicable].

**IDENTIFICATION OF POSSIBLE CANDIDATES**

* DESCRIBE THE RATIONALE FOR NOMINATING A DEPUTY HOSPITAL DEPARTMENT HEAD OR AN AT-LARGE MEMBER TO THIS COMMITTEE
* DESCRIBE SPECIFIC STEPS TAKEN TO IDENTIFY HIGHLY QUALIFIED CANDIDATES, INCLUDING WOMEN AND OTHER CANDIDATES FROM GROUPS HISTORICALLY UNDERREPRESENTED IN MEDICINE AND/OR UNDERREPRESENTED AMONG ACADEMIC MEDICINE LEADERSHIP

*Please note the number of eligible nominees who are women and/or are underrepresented, but do not specifically identify such candidates.*

* EXPLAIN THE RATIONALE AND PROCESS USED TO NARROW THE LIST OF ELIGIBLE NOMINEES

*Please note any additional factors relevant to eligibility, e.g., leadership, experience, and academic merit, as well as the nomination process.*

**DESCRIPTION OF THE NOMINEE AND THEIR QUALIFICATIONS**

* BACKGROUND AND TRAINING
* REVIEW OF CURRENT ACTIVITIES

*Concise overview of research, clinical, educational, and administrative activities as appropriate; please specifically comment on the candidate’s experience in faculty development and/or participation in HMS promotion reviews.*

* APPROPRIATENESS OF NOMINEE FOR VOTING MEMBERSHIP ON THIS EXECUTIVE COMMITTEE

*Please emphasize how the nominee’s participation in the executive committee would augment the function, effectiveness, and/or diversity of the executive committee. Please summarize any relevant discussions with current members of this executive committee.*

* SELECTION OF THE FINAL NOMINEE OVER OTHERS WHO WERE ELIGIBLE

*Please describe why this nominee was selected over the others, taking into account any relevant factors identified in the previous section of this letter.*

**STATEMENT ON INTEGRITY AND PROFESSIONALISM**

[FOR CURRENT FACULTY] This candidate is a faculty member in good standing with an appropriate hospital, Basic Science or Social Science Department, and/or HSDM appointment and associated credentialing, as relevant. [FOR ALL FACULTY, CURRENT AND FUTURE] To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a medical school or other institution of higher education, a hospital, a 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.*

*For nominations of deputy hospital department heads to an HMS executive committee if the enterprise department head will not serve as a representative for one or both appointing departments:*

[SIGNATURE OF THE APPOINTING DEPARTMENT HEAD]

[SIGNATURE OF THE EXECUTIVE COMMITTEE CHAIR]

*For at-large nominations of voting members to an HMS executive committee:*

[SIGNATURE OF THE SPONSORING REPRESENTATIVE FROM THE COUNCIL OF ACADEMIC DEANS]

[SIGNATURE OF THE EXECUTIVE COMMITTEE CHAIR]