**Secondary Appointment Department Head Nominating Letter**

**for Assistant and Associate Professors**

**TEMPLATE**

Recommended length: ~2 pages

**Please copy and paste text below, excluding headers and footers, into your personal letterhead.**

**When ready, submit a signed pdf copy.**

[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:

**INTRODUCTORY PARAGRAPH**

I propose the appointment of [NAME AND DEGREE OF CANDIDATE], [Assistant/Associate] Professor of [PRIMARY DEPARTMENT] in the Faculty of Medicine be given a second appointment as [Assistant/Associate] Professor of [PROPOSED SECONDARY DEPARTMENT].

* *Should not include content about the Area of Excellence and Significant Supporting Activity.*

**DESCRIPTION OF THE CANDIDATE AND THEIR CONTRIBUTIONS TO THE SECOND DEPARTMENT**

* BACKGROUND AND TRAINING (one paragraph)
  + Please specifically note if the candidate has had post-graduate training or certification in the secondary department/field.
* REVIEW OF CURRENT AND FUTURE ACTIVITIES IN SECOND DEPARTMENT

Provide a clear explanation of the significant contributions that the candidate makes, or will make, to the second department in the areas of teaching, research and/or clinical programs that would warrant the proposed appointment. The following questions should be addressed:

* + What will the **candidate** gain from the proposed secondary appointment that could not be accomplished without a formal appointment?
  + What will your **department** gain from the proposed appointment that could not be accomplished without a formal appointment?

Please complete the following table:

|  |  |  |
| --- | --- | --- |
|  | **Primary Department** | **Proposed Secondary Department** |
| Approximate effort within each department  (should add up to the candidate’s total FTE) |  |  |
| Does the candidate provide billable clinical services in this department? |  |  |
| Name of mentor within each department |  |  |
| Does the department commit to an annual career conference? |  |  |
| Which Harvard learners are taught within the department? |  |  |

**REVIEW OF SOLICITED LETTERS**

Please provide a brief overview of the letters and comment on any concerns raised therein.

**SUMMARY**

Provide a concluding paragraph summarizing the proposal.

**SIGNATURE OF THE DEPARTMENT HEADS**

The letter should be co-signed by both the nominating (secondary) Department Head, as well as the primary Department Head.

Sincerely,

[Please type name of Secondary Department Chair here]



[Please type name of Primary Department Chair here]

