**Assistant and Associate Professor Internal Reference for Secondary Appointment**

At Harvard Medical School, secondary academic appointments are viewed as a privilege for which strong rationale needs to be present to mitigate the potential risks to career development and sense of belonging within a department. Please enter the relevant information in the spaces below. For questions 2, 3, and 4, a dropdown menu of the available options is provided.

1. Candidate’s Name: [Please type here]
2. Current Academic Title: [Please click here to choose academic title]
3. Current/Primary Department: [Please click here to choose PRIMARY department]
4. Proposed Secondary Department: [Please click here to choose SECONDARY department]

We seek information on the rationale for the proposed secondary departmental appointment; you need not address the metrics for the academic rank as that has already been confirmed in the candidate’s primary department.

*Please address the following questions with one paragraph dedicated to each question, either via this form or in the body of a separate letter (no word limit).*

1. In what capacity do you currently work with the candidate?
2. How do they currently contribute to the work of the department?
3. What will the **candidate** gain from the proposed secondary appointment that could not be accomplished by their current association with the department that is short of a formal appointment?

1. What will your **department** gain from the proposed appointment that could not be accomplished by an association with the candidate that is short of a formal appointment?
2. We welcome any additional comments. [Please enter your response below. There are no spatial limitations for this section, so feel free to take as much space as necessary to answer.]

**Please type your name here:**

**Please type your title here:**

**Please enter your signature (digital or otherwise) below:**

