

APPENDIX 2: SAMPLE LETTERS

F. Academic Part Time Appointees

Sample Letter for Department Head's Limited Inquiry Prior to Request for Initiation of Evaluation Procedure for Appointment to Full Professor

Eight to ten letters should be solicited at this point.

Dear _____ :

The Harvard Medical School is considering the appointment of Dr. _____ to the position of Clinical Professor of _____ to be judged by Academic Part Time criteria (attached).

I am writing to a small number of individuals for letters that will help the Department of _____ in its decision as to whether Dr. _____ should be nominated for this appointment.

If possible, I would appreciate your comments on the following:

- *What are the candidate's specific accomplishments in the clinical field, for example, development of new approaches to clinical care or other scholarly work?*
- How successfully has the candidate communicated to other professionals her/his approaches to patient care?
- In your opinion, what is the impact of these clinical approaches on the hospital, discipline, and/or national medical communities?
- What are the candidate's contributions to the teaching and training of young physicians?
- How would you compare the candidate with other clinical professors?

I have enclosed a copy of Dr. _____'s curriculum vitae for reference.

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. I would appreciate a response at your earliest convenience, hopefully before _____ .

Your help would be most appreciated at this stage in the process.

Sincerely,

Department Head