

APPENDIX 2: SAMPLE LETTERS

C. Academic Part Time Appointees

Sample Request for Letter of Reference for Assistant [Associate] Professor

Use phrases in [] brackets when reference is being requested for an associate professor.

Dear _____ :

Dr. _____ , currently serving as (*current academic title*) in the Department of _____ , is being considered for promotion to Assistant [*Associate*] Clinical Professor of _____ at Harvard Medical School, to be judged by Academic Part Time criteria (attached).

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

- What are the candidate's contributions to clinical care and teaching at the local, regional, or national levels?
- Does the candidate exhibit a high level of clinical competence and bring innovative approaches to the clinical discipline, as judged in part by recognition of peers and patients? Is the candidate developing a local [*regional or national*] reputation as an authority in the clinical field through such means as the use [*introduction*] of new and innovative diagnostic or treatment modalities and the development of better standards for patient management?
- How would you assess the candidate's participation in teaching programs and the means s/he has used to disseminate clinical knowledge (papers, reviews, chapters, syllabi, video or audio teaching aids, computer-based programs, etc.)?
- Does the candidate have educational or organizational roles at the local, regional, or national level?

Thank you for your timely consideration of this request and for your contribution to this promotion process.

Sincerely,

Department Head