

APPENDIX 2: SAMPLE LETTERS

E. Clinician Teacher Appointees

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

No more than *four* letters should be solicited at this point.

Dear _____ :

The Harvard Medical School is considering the appointment of Dr. _____ to the position of Professor of _____ to be judged by Clinician Teacher 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 her/his 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? Does the candidate in written and/or non print material, synthesize and integrate new knowledge in the field for other professionals?
- 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? Has the candidate made specific contributions in teaching programs, for example, in curriculum or program development?
- How would you compare the candidate with other clinician teachers?

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