



MASSACHUSETTS  
GENERAL HOSPITAL

## CENTER FOR FACULTY DEVELOPMENT

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*Center for Faculty Development*  
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[on DEPARTMENT CHIEF/CHAIR LETTERHEAD]

### Department Head Nominating Letter TEMPLATE - INVESTIGATION

*Recommended length: ≤ 6 pages for Professor Promotion*

[DATE]

George Q. Daley, MD, PhD  
Dean of the Faculty of Medicine  
Harvard Medical School  
Gordon Hall  
25 Shattuck Street  
Boston, MA 02115

Dear Dean Daley:

#### **INTRODUCTORY PARAGRAPH**

I propose the promotion of [NAME AND DEGREE OF CANDIDATE], from [RANK AND DEPARTMENT OF CURRENT APPOINTMENT] to [RANK AND DEPARTMENT OF PROPOSED APPOINTMENT] (full-time/part-time), at Harvard Medical School. Dr. [CANDIDATE'S LAST NAME] Area of Excellence is Investigation. His/her significant supporting activity(ies) is/are (*choose any that apply—see below*). Dr. [CANDIDATE'S LAST NAME] accomplishments are focused in the area(s) of (***succinctly summarize in one sentence***).

#### **DESCRIPTION OF THE CANDIDATE AND HIS/HER CONTRIBUTIONS**

- BACKGROUND AND TRAINING (one paragraph)
- REVIEW OF CURRENT ACTIVITIES  
Emphasize the candidate's activities at Harvard and its affiliates; also include a brief description of outside positions, if applicable.
- AREA OF EXCELLENCE – choose ONE from the following:  
For **Investigation**, describe the candidate's
  - *specific areas of scholarly accomplishment, with reference to publications and # of citations*

- *demonstration of scholarship, emphasizing longstanding record of exceptional, original, and innovative scholarship: h-factor, number of publications, including number since promotion to Associate Professor (specifying 1<sup>st</sup> + senior author number)*
  - *grants—record of sustained extramural funding, largely NIH-sourced*
  - *demonstration of sustained national/international reputation, peer recognition, and honors; committees of national and international organizations; speaking invitations; adoption by others in field of novel methods/technologies if relevant*
- **EVALUATION FOR TEACHING AND EDUCATION**
    - substantial commitment to training, with supervision of multiple trainees through sustained mentoring; mentoring/teaching awards
    - any other type of teaching

- **SIGNIFICANT SUPPORTING ACTIVITIES**

Include this section only if at least one of the optional significant supporting activities has been formally designated as part of the candidate's proposed promotion profile. Report on activities to which the candidate has made substantial contributions outside his/her area of excellence, choosing all that apply from these five categories:

- *Administration and Institutional Service*
- *Clinical Expertise*
- *Education of Patients and Service to the Community*
- *Special Merit in Education*

**REVIEW OF SOLICITED LETTERS**

*(This section is added after the letters of evaluations are solicited by the Dean's office and shared with the Department Chief/Chair. The Chief/Chair will provide a brief overview of the letters and comment on any concerns raised therein, also noting any declines or instances of no received response.)*

**STATEMENT ON INTEGRITY AND PROFESSIONALISM** *(required as either a component of this nominating letter, as a separate addendum to the nominating letter)*

Dr. [CANDIDATE'S LAST NAME] is a faculty member in good standing with an appropriate hospital appointment and associated credentialing (*for clinical faculty*). To the best of my knowledge, other than as may be indicated in this letter, Dr. [CANDIDATE'S LAST NAME] has not been sanctioned or disciplined by a hospital, state licensing board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no current investigations or other concerns known to me that raise questions about his/her integrity, professionalism, competence, or the quality of his/her contributions as a faculty member of Harvard Medical School.

**SUMMARY**

Provide a concluding paragraph summarizing the proposal, emphasizing the candidate's productivity, recognition, and longstanding record of exceptional, original, and innovative scholarship.

Sincerely,

CHIEF/CHAIR