## 15FF. SAMPLE LETTER TO EXTERNAL LETTER-WRITERS FOR APPOINTMENT TO RESEARCH SCIENTIST [OR RESEARCH SCHOLAR]

NOTE: In the FAS Divisions of the Arts and Humanities and of Social Science, the title “Research Scholar” is used as the equivalent to “Research Scientist” in the Division of Science and in SEAS. As needed, please substitute the term “Research Scholar” for “Research Scientist” in the template below.

<<Date>>

<<FirstName>><<LastName>>

<<Title>>

<<Address>>

<<University>>

<<City>><<State>>

<<Postal Code>>

<<Country>>

Dear Professor <<LastName>>,

We write to ask for your advice as we consider appointing [NAME] as a Research Scientist in the Department of [DEPARTMENT NAME] at Harvard University. We would greatly appreciate your assessment of [NAME] according to the criteria below, and a specific recommendation as to whether or not [NAME] should be appointed to such a position. If you have personal or professional connections with [NAME], please note these in your response.

At Harvard’s Faculty of Arts and Sciences, Research Scientist appointments are made to secure the professional services of an individual in support of research projects directed by one or more faculty members. While Research Scientists have a modicum of independence in pursuing their research, they are, ordinarily, expected to contribute to the intellectual pursuits of the Harvard faculty member’s research program or support the needs of a core facility or research center. They may supervise other researchers. The Research Scientist appointment is part of a professional research track, not an academic track that would lead to a possible faculty appointment. Individuals receiving this appointment must possess a doctoral degree at the time of appointment and ordinarily will have had at least five years of postdoctoral experience.

To aid your evaluation, we have enclosed [NAME]’s *curriculum vitae* (including a list of publications) and research statement.

We will make every effort possible to keep your response confidential. We will make it available only to those Harvard faculty and others who are directly involved in the formal appointment process.

Please let us know by email ([EMAIL ADDRESS]) whether you are willing to write a letter. If you are, it would be most helpful for us to receive the letter by[DATE].

Thank you very much for your help.

Sincerely,

 Chair, Department of [DEPARTMENT NAME]