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

NOTE: In the FAS Divisions of the Arts and Humanities and of Social Science, the title “Senior Research Scholar” is used as the equivalent to “Senior Research Scientist” in the Division of Science and in SEAS. As needed, please substitute the term “Senior Research Scholar” for “Senior 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 Senior 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, Senior Research Scientist appointments are made to secure the professional services of an individual in support of the intellectual pursuits of a faculty member(s), department, core facility, or research center. Senior Research Scientists conduct their own independent research in collaboration with a Harvard faculty member or in support of a core facility or research center. They may supervise other researchers. The Senior 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 ten 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]