JJ. **SAMPLE LETTER TO EXTERNAL LETTER-WRITERS FOR APPOINTMENT TO PART-TIME PROFESSOR OF THE PRACTICE**

<<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] to the rank of part-time professor of the practice 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 as a part-time professor of the practice in the field of [FIELD]. If you have personal or professional connections with [NAME], please note these in your response.

At Harvard’s Faculty of Arts and Sciences, candidates for part-time professor of the practice appointments must meet the following criteria: “Part-time professors of the practice are normally half-time or less than half-time appointments that are reserved for individuals who blend scholarship and professional leadership outside the academy with demonstrated excellence in teaching. These appointments result from unique opportunities to take advantage of the expertise of individuals, in such areas as the private sector, government, and the arts, who are located in the Boston area but whose primary employment is not at Harvard.” This is not a tenure-track position.

To aid your evaluation, we have enclosed a copy of our job posting, [NAME]’s *curriculum vitae*, teaching/advising statement, [CHOOSE ONE: “research statement” or “statement of professional activities”], [INSERT, AS APPROPRIATE: “a selection of [NAME]’s work,”] and statement describing contributions related to diversity, inclusion, and belonging.

We will make every effort possible to keep your response confidential. We will make it available only to the [CHOOSE ONE: “voting members of the Department of [DEPARTMENT NAME]” OR “the relevant voting area of the Harvard John A. Paulson School of Engineering and Applied Sciences,”] and others 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]