## F. SAMPLE BLIND LETTER

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear Professor «LastName»,

[If initial inquiry was sent: “Thank you for your response. As you know,”] The Department of [DEPARTMENT NAME] at Harvard University is engaged in a search for a scholar to fill a tenured professorship in the field of [FIELD]. We would greatly appreciate your help in this effort.

Our foremost criteria for appointment are: scholarly achievement and impact on the field, evidence of intellectual leadership and creative accomplishment, potential for future accomplishments, teaching and advising effectiveness in a variety of settings with both undergraduate and graduate students, and the individual’s potential contributions to the University and broader scholarly communities. We seek to tenure faculty who are setting the agenda in their field and who have the commitment and capacity to remain at the forefront of their field.

It would be extremely helpful if you could compare, based on our tenure criteria, the following scholars (listed alphabetically), both in absolute terms and relative to one another. If you are not familiar with the work of everyone on the list, we would still like to hear your views on those whose work you do know. An individual’s appearance on the list below means that we have great respect for that person, but it does not mean that the individual has agreed to be considered for a position at Harvard. For that reason, we ask that you keep this letter confidential. Additionally, if you have personal or professional connections with any of the scholars, please note these in your response. If we have overlooked any leading scholar(s) who should be included, please add them to your comparison. We would also welcome comparisons with any emerging scholars who work in this field.

[Please list scholars in alphabetical order below.]

* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]

We will make every effort possible to keep your response confidential. We will make it available only to members of the Department of [DEPARTMENT NAME] and others directly involved in the formal review process.

[Include this paragraph if no initial inquiry was sent:] Please let us know by email ([EMAIL ADDRESS]) whether you plan to write a letter. If you are willing to write a letter, it would be most helpful to receive it by [DATE].

[Include this paragraph if initial inquiry was sent:] It would be most helpful to receive your letter by [DATE].

Thank you very much for your help.

Sincerely,

Chair, Department of [DEPARTMENT NAME]