1. **SAMPLE LETTER TO EXTERNAL LETTER WRITERS FOR APPOINTMENT TO SENIOR LECTURER**

 <<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 senior lecturer in the Department of [DEPARTMENT NAME] in the Faculty of Arts and Sciences (FAS) at Harvard University. At the FAS, candidates for senior lecturer appointments must meet the following criteria:

[CHOOSE THE RELEVANT TRACK:

“[T]hey have demonstrated that they are exceptional teachers and have taught within the tenured associate or full professor ranks at a peer undergraduate institution, with a commensurate scholarly record.” OR,

 “T]hey have demonstrated a record of national leadership in innovation in pedagogy, with outstanding promise of continuing contribution, and in addition are exceptional teachers.” OR,

“They may be well-established, practicing artists, with an artistic record equivalent to the scholarly achievement of a tenured associate or full professor, who have also demonstrated excellence in teaching.”]

With the exception, as appropriate, of candidates in the arts, senior lecturers ordinarily hold a doctorate. A senior lectureship at the FAS is an untenured position.

We would greatly appreciate your assessment of [NAME]’s [CHOOSE ONE: “demonstrated teaching abilities (including advising) and scholarly contributions” OR “demonstrated teaching abilities (including advising) and leadership in innovation in pedagogy” OR “demonstrated teaching abilities (including advising) and artistic achievement”]. Based on the senior lecturer criteria provided above, please offer a recommendation as to whether or not [NAME] should be appointed as a senior lecturer in the field of [FIELD]. If you have personal or professional connections with [NAME], please note these in your response.

To aid your evaluation, we have enclosed [INSERT, IF THIS IS AN EXTERNAL APPOINTMENT: “a copy of our job posting,”] [NAME]’s *curriculum vitae*, teaching/advising statement, [CHOOSE ONE: “research statement” OR “statement of innovation in pedagogy” OR “statement of artistic achievement”], [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 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]