DD. **SAMPLE LETTER TO EXTERNAL LETTER-WRITERS FOR APPOINTMENT TO ASSOCIATE 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 associate senior lecturer 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 an associate senior lecturer 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 associate senior lecturer appointments must meet the following criteria:

[CHOOSE THE RELEVANT TRACK:

“[They] have demonstrated that they are exceptional teachers and have taught within the tenure-track (i.e., assistant professor or untenured associate professor) ranks at a peer undergraduate institution, with a commensurate scholarly record.” OR,

“[They] have demonstrated a significant record of innovation in pedagogy and, in addition, are exceptional teachers.” OR,

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

Associate senior lecturers have also shown exceptional potential for further growth. Ordinarily, an associate senior lecturer holds a doctorate [INSERT AS NEEDED: “, with the exception, as appropriate, of appointments in the arts,”] and has at least three years of teaching experience as a course head for courses that would otherwise be taught by tenure-track or tenured faculty. An associate senior lectureship is not a tenure-track position.

To aid your evaluation, we have a copy of our job posting, [NAME]’s *curriculum vitae*, teaching/advising statement, [CHOOSE ONE: “research statement” OR “statement regarding 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]