## SAMPLE LETTER TO EXTERNAL LETTER WRITERS FOR APPOINTMENT TO SENIOR RESEARCH FELLOW

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear Professor «LastName»,

We write to ask for your advice as we consider appointing Dr. [NAME] to the position of Senior Research Fellow, the highest non-faculty research position at Harvard’s Faculty of Arts and Sciences (FAS). We would greatly appreciate your assessment of the scope and quality of Dr. [NAME]’s research. If you have personal or professional connections with Dr. [NAME], please note these in your response.

At the FAS, the criteria for appointment to Senior Research Fellow are sufficient independence, stature, and national or international reputation in the field to quality for a tenured appointment at a major research university. To aid your evaluation, we have enclosed a copy of Dr. [NAME]’s *curriculum vitae,* including a list of publications, and research statement.

We also seek a frank comparative evaluation of Dr. [NAME]’s work with that of tenured colleagues at a similar career stage, with comparable experience at major research universities, and who are engaged in research in [FIELD]. We would also appreciate your bringing to our attention diverse candidates (including women and minorities) who might be suitable for this position.

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

We know it takes considerable time and effort to respond to requests such as this, and we greatly appreciate your help in this matter. Please let us know by email ([EMAIL ADDRESS]) whether you are willing to write a letter. It would be most helpful to receive your letter by [DATE]. Thank you in advance for your help.

Sincerely,

Chair, Department of [DEPARTMENT NAME]