## D. SAMPLE INQUIRY TO OTHER INSTITUTIONS

[REMOVE FROM FINAL LETTER: Template Version: 7/1/23]

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear Professor «LastName»,

As you may know, the Department of [DEPARTMENT NAME] at Harvard University is conducting a search for a tenured faculty member in [FIELD]. It would be very helpful to have your nominations and suggestions for such an appointment, particularly diverse candidates (including women and minorities) who might not have previously come to our attention.

Professorial appointments at Harvard are reserved for scholars of the first order of eminence. 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. We would be grateful if you were able to give us your assessment of the past accomplishments and likely future contributions of those individuals you regard as the top four or five candidates for such a position.

We know that responding to this request is an additional burden on your time, but there is no adequate substitute for informed judgments from professionals in the field. We greatly appreciate your help, and 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.

It would be most helpful if we could receive your reply by [DATE]. If you need additional time or if you have any questions, please contact me at [PHONE], or [NAME OF DEPARTMENT ADMINISTRATOR], our department administrator, at [PHONE].

Sincerely,

Chair, Search Committee