

[Insert School Logo Here]

Dear [DEAN OR PROVOST'S NAME],

[NAME AND TITLE] is a finalist for a tenured appointment at Harvard University's [NAME OF SCHOOL]. In accordance with Harvard University's hiring procedures for hiring external faculty to tenured appointments in [NAME OF SCHOOL], the above-named finalist has signed the enclosed authorization form authorizing your institution to release to Harvard the information below. This authorization includes release of information of a confidential or privileged nature, or any information which may have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding.

Accordingly, I ask that you provide my office, specifically, [NAME, TITLE, and EMAIL] with the following information related to the finalist's employment at your institution:

- Has there ever been a finding or determination that the finalist violated the institution's policies concerning the following types of misconduct: any form of harassment or discrimination,¹ retaliation, sexual misconduct, bullying or intimidating/abusive behavior, unprofessional relationship, or misconduct related to scholarship, research, teaching, service, or clinical/patient care (collectively "Misconduct")? If so, please provide any reports/letters that substantiate such findings or determinations.
- Is there a current or on-going ("open") formal complaint investigation by the institution in which it is alleged that the finalist has engaged in conduct which, if found responsible, would amount to a violation of the institution's policies concerning any of the above referenced Misconduct?
- Did the finalist leave their employment during the pendency of a formal complaint investigation by the institution which did not conclude due to the departure of the finalist and in which it was alleged that they engaged in conduct which, if found responsible, would amount to a violation of the institution's policies concerning any of the above referenced Misconduct?

If there are no such findings/determinations, open formal complaint investigations, or formal complaint investigations pending when the finalist left the institution, please confirm this by return email to [NAME, TITLE, and EMAIL] who is also available to answer any questions related to this specific individual or about our process at [PHONE NUMBER.]

Thank you for the courtesy of your response by [DATE].

Best regards,

DEAN'S NAME AND TITLE

Enclosure (Applicant's Authorization to Release Information)

¹ Any form of harassment or discrimination includes but is not limited to, harassment or discrimination on the basis of race, color, religion, creed, national origin, sex (including but not limited to sexual orientation and gender identity), pregnancy and pregnancy-related conditions, genetic information, ancestry, age, veteran status, military service, physical or mental disability, or any other protected class under state, federal or local law, or any employer's policies.