Click here to enter a date.

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| --- |
| Recipient’s Full Name, Credentials |
| Organization |
| Title |
| Address |

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| RE: Promotion of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ to Associate Professor with Tenure. |

|  |
| --- |
| Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (Dean): |

## Introduction

Click here to enter your text.

*In this section of your support letter, the chair of your departments’ P&T Committee will summarize their internal review process and give an explanation for supporting your request.*

## Background

Click here to enter your text.

*In this section of the letter, the departments’ P&T Committee chair should highlight what achievements stood out to them in your packet. Anything to aid your request the committee can include in this section. Also ensure their explanation highlights your contributions in the following areas:*

1. *Clinical Service*
2. *Teaching/Mentoring*
3. *Research/Scholarly Work*
4. *Educational Leadership/Administrative Service}*

## Conclusion

Click here to enter your text.

*{In this section of your letter have the departmental committee highlight the vote count and give their synopsis of your packet.*

*(e.g. The Committee unanimously recommends that Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ be put forward for promotion to (RANK) of Internal Medicine on the Clinical Educator, Non-Tenure Pathway at this time. We had \_\_\_ in favor, \_\_\_ against, and \_\_\_ who abstained to vote.)}*

Sincerely,

|  |
| --- |
| Dept. P&T Committee Chair’s Full Name, Credentials |
| Title |
| Department; Division |
| Institution |
| Email |