Enter the date here.

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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. |

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

## Introduction

Click here to enter your text.

 *{In this section of your support letter, your supervisor should describe the details of your P&T request and advocate why they support your request for promotion and/or tenure.*

*(e.g. It is with great enthusiasm that I write this letter in support of Dr. \_\_\_\_\_\_\_\_\_\_ who is being considered for promotion to the rank of Associate Professor in the Clinical Educator track in the Department of Internal Medicine at UAMS.).}*

## Background

Click here to enter your text.

 *{In this section of the letter, your supervisor should describe the scope of your work and the benefit of having you a part of their department / division / section. Be sure to have your supervisor thoroughly explain your contributions in the following areas:*

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

*In this section of the letter, have your supervisor highlight some of your most praiseworthy accomplishments.. Although this is a promotion for a secondary appointment, the criteria is reviewed in a similar fashion of a primary promotion. The goal of this section is to allow your P&T reviewers to have an overall view of how cross collaborating and your translational work contributes to enhancing both department’s goals as well as UAMS mission.}*

## Conclusion

Click here to enter your text.

 *{In this section of your support letter, your supervisor should summarize the details of your request. It will be helpful to highlight the importance of your contributions and reasoning you deserve your promotion and/or tenure}*

Sincerely,

|  |
| --- |
| Direct Supervisor’s Full Name, Credentials |
| Title |
| Department; Division |
| Institution |
| Email |