Enter 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, the secondary department chair should describe the details of your request and advocate their support of your request for promotion in your secondary appointment*

*(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 Medicine at UAMS.).}*

## Background

Click here to enter your text.

*{In this part of the letter, the secondary department chair should describe the scope of your work within their department. Be sure to have the secondary department chair 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, the secondary department chair should highlight some of your most praiseworthy accomplishments within their department. 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, the department chair should summarize the details of your request. It will be helpful to highlight the importance of your secondary appointment to both departments mission and mention how your contributions will enhance your career and impact the future of UAMS.}*

Sincerely,

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| --- |
| Secondary Dept. Chair’s Full Name, Credentials |
| Title |
| Department; Division |
| Institution |
| Email |