

Required Format for Chair Letter in Support of Tenure and/or Promotion

Chair, Appointment, Promotion and Tenure Committee
School of Medicine and Health Sciences
The George Washington University
Ross Hall, Room 719
Washington, DC 20037

RE: Appointment/Promotion/Tenure of _____ (candidate name) _____ to the Rank of _____ in the Department of _____ (department name) — [tenure or non-tenure track].

Dear Dr. Katz:

It is a pleasure to recommend the appointment/promotion/tenure of _____ (candidate name) to the rank of _____ — [tenure or non-tenure track] in the Department of _____ . The proposed effective date is July 1, 2015.

After deliberation and evaluation of the accomplishments and contributions of Dr. _____ (candidate name) the Appointment, Promotion and Tenure Committee of our Department voted x- y-z [For-Against-Abstained] in favor of this promotion. The total number of committee members eligible to vote on this application is _____ .

NOTE: The following three sections may be presented in any order.

Evaluation of Teaching. (heading required)

Evaluation of Research/Scholarship. (heading required)

Evaluation of Service. (heading required)

SUMMATION: Candidate's contributions to the strategic programmatic directions of the department and the ability of the candidate help achieve those aims over the long term.