

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

Date

Appointments, Promotion, and Tenure Committee OR Dean
School of Medicine and Health Sciences
The George Washington University

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

Dear APT Committee OR Dean Bass:

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, 2026.

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 candidate's ability to help achieve those aims over the long term.