SAMPLE LETTER FROM DEPARTMENTAL APRT COMMITTEE

DATE

VTCSOM APRT Committee

Re: FACULTY MEMBER NAME, CREDENTIALS

Candidate for promotion to Associate Professor on the TRACK

Dear DEPARTMENT CHAIR NAME,

As the departmental Appointment, Promotion, Retention and Tenure (APRT) Committee for DEPARTMENT NAME(S), we write to address the application for promotion of FACULTY NAME, CREDENTIALS to the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the (TENURE OR NON-TENURE) Track, Department of NAME. Our discussion of the proposed promotion is based on the review of his/her updated CV, materials in the assembled portfolio, review of progress towards promotion since her initial appointment, and letters of support from peers.

FACULTY NAME has successfully met the criteria delineated in the bylaws for promotion in this track and rank. The portfolio and summary of the accomplishments encompass all four domains of faculty activity as follows:

Clinical care: as evidenced by

Teaching: as evidenced by

Service: as evidenced by

Scholarly activity/Research: as evidenced by

The vote of the committee was as follows: \_\_\_\_ approve \_\_\_\_\_ not approve \_\_\_\_\_ abstain \_\_\_\_\_ineligible to vote

*(fill in actual numbers in the blanks above)*

Please do not hesitate to contact us with any questions.

Sincerely,

Chair, APRT Committee for DEPARTMENT NAME and on behalf of the committee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_