SAMPLE LETTER FROM DEPARTMENTAL APRT COMMITTEE TO THE DEPARTMENT CHAIR

*Updated 2-13-25*

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 (please indicate the committee’s assessment of the quality of the candidate’s scholarly activity; mention journal impact factor, citation index and/or similar metrics)

The vote of the committee was as follows: \_\_\_\_\_ recommend promotion

\_\_\_\_\_ not recommend promotion

\_\_\_\_\_ ineligible

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

IF APPLICABLE: explain in the letter the reason(s) for any non-unanimous vote.

Please do not hesitate to contact us with any questions.

Sincerely,

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

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

All eligible voting members of the committee should be listed, with all members signing the letter. Also, the names of ineligible or non-voting members should also be listed.