\*\*\*Date\*\*\*

TO: \*\*\*Campus Dean\*\*\*

Re: \*\*\*Title of Candidate, Name of Candidate, Campus\*\*\*

Dear \*\*\*Campus Dean\*\*\*:

On \*\*\*Date\*\*\*, \*\*\*Candidate Name\*\*\*’s dossier was reviewed by the \*\*\*Campus Name (P&T) Committee\*\*\* for promotion to \*\*\*Title of Candidate\*\*\*, within the College of Medicine.

\*\*\*Write recommendation for/against promotion of Candidate. This report will need be to evaluative, not summative and reflect the Campus Committee’s independent recommendation of the Candidate’s Dossier and any evaluation or recommendations therein\*\*\*

Following discussion, the eligible Committee Members then voted by a show of hands to \*\*\*support/not support\*\*\* promotion to\*\*\*Title of Candidate\*\*\*as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Absent | Recused | Total Eligible |
| **Votes** |  |  |  |  |  |

In conclusion, the \*\*\*Campus Name (P&T) Committee\*\*\* \*\*\*recommend/not recommend\*\*\*\*\*\*Candidate Name\*\*\*for promotion to \*\*\*Candidate Title\*\*\*within \*\*\*Campus\*\*\* in the College of Medicine.

Sincerely,

\*\*\*Chair of Committee\*\*\*

***The below signatures from the eligible voting members of the*** \*\*\*Campus Name (P&T) Committee\*\*\* ***indicates their agreement that this report reflects the discussion and voting outcome.***

|  |  |
| --- | --- |
| **COMMITTEE MEMBERS** | **SIGNATURE** |
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