**This letter may be used to notify faculty of their department level results and the start of the 10-day comments period. This can be via a letter or in email format.**

Dear Dr. [**insert**]:

The Department of [**Insert**] has now completed its review of your request for promotional

consideration. The Committee of the Eligible Faculty met on **date**, and voted **26 in**

**favor, 1 against, with 0 abstentions**, resulting in a **positive** vote for your promotion to **Associate Professor-Clinical**. I am pleased to inform you that I concur with this assessment.

This recommendation will be forwarded to the College of Medicine Office of Faculty Affairs for

review at the college level. According to University rules, at this point you have the opportunity to review your complete dossier, including the department decision letters **(attached**) and to provide written comments on the attached Form 103 regarding any factual inaccuracy or procedural violations. You may arrange to view your complete dossier including the external evaluation letters by contacting **Name** at **email**.

Any comments that you provide must be received within ten (10) calendar days from the date of this letter (**insert date**) and will be included in the dossier that will be forwarded to the college.

If you find no factual inaccuracies or procedural violations and have no comments, please return the signed comment Form 103 with an X in the appropriate box.

Please return your signed comment form to **Name** via:

**Email**:

Please feel free to contact me if you have any questions.

Sincerely,

**Department Chair**