Date

To: Tania Oberyszyn, PhD

Vice Dean for Faculty Affairs, College of Medicine

RE: Change of track for Dr. [Name]

Dear Dr. Oberyszyn,

The purpose of this letter is to request a change in track for Dr. Name. When Dr. Name joined the Department of [insert dept name] X years ago they were placed on the tenure track as an Assistant Professor. It has become apparent to me during the past year that Dr. Name‘s assignment to the Tenure Track is no longer appropriate. After reviewing Dr. Name ‘s career aspirations with them this past year during their performance evaluation, we both concluded that assignment to the Clinical Faculty would be more appropriate.

(Optional: short description of their principal activities so far.)

I believe that they would be best served by being assigned to Clinical Faculty as an Assistant Professor of Clinical [Dept name]. Thank you very much for your consideration of this very important issue.

Sincerely yours,

Dept Chair

Chair, Department of [insert name]