

SAMPLE

SCHOOL/INSTITUTE RECOMMENDATION LETTER

(Submit to the Office of Faculty Affairs and Development for processing)

(Date)

Kevin A. Morano, PhD
Senior Vice President, Provost and Chief Academic Officer
UTHealth Houston
UCT 1565

Dear Dr. Morano,

I recommend that **(Holder's Name)**, **(Rank & Department)**, be considered for appointment to the **(Title of Endowment)**. Dr. **(Department Chair)**, Chair of the **Department**, concurs with this recommendation. The School's FAPTC subcommittee **(or School's relevant peer-review committee)** has evaluated the suitability of Dr. **(Holder's Last Name)** for this endowment and has determined that **(he or she)** meets the criteria in the Handbook of Operating Procedures of The University of Texas Health Science Center at Houston as well as the intent of the donor of this endowment.

Enclosed for your use is Dr. **(Holder's Last Name)**'s curriculum vitae.

Sincerely yours,
(Dean)

Enclosure(s) **(Holder's CV and any relevant documentation –example: email with Chair of FAPTC advising recommendation)**

CC:

Re:

Date

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We approve the appointment of the named candidate.

Chair, Faculty Appointments, Promotions,
and Tenure Committee
UTHealth School of

Date

I RECOMMEND APPROVAL:

Kevin A. Morano, PhD
Senior Vice President, Provost and Chief Academic Officer

Date

(If not a full Professor)

REVIEWED & APPROVED:

Archie Holmes, PhD
Executive Vice Chancellor for Academic Affairs
The University of Texas System

Date