

SAMPLE

SCHOOL/INSTITUTE RECOMMENDATION LETTER

(Submit to Office of Faculty Affairs for processing)

(Date)

Giuseppe N. Colasurdo, MD
President
UTHealth

Kevin A. Morano, PhD
Associate Vice President
UTHealth Faculty Affairs & Development

Dear Drs. Colasurdo and Morano:

I recommend that **(Holder's Name)**, **(Rank & Department)**, be considered for appointment to the **(Title of Endowment)** in the Department of **(Department Name)** at The University of Texas **(School)** at Houston. 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)**

Re:
Date
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We approve the appointment of the named candidate.

Chair, FAPTC Subcommittee
UTHealth School of _____

Date

I RECOMMEND APPROVAL:

Kevin A. Morano, PhD
Associate Vice President
UTHealth Faculty Affairs & Development

Date

APPROVED:

Giuseppe N. Colasurdo, M.D.
President
UTHealth

Date