



[Letter of Recommendation by Chair Template]

Date

To the OU WB  
School of Medicine  
Committee on Academic  
Promotion and Tenure (CAPT)

RE: Recommendation for Faculty Appointment

Dear OU WB School of Medicine CAPT;

I recommend that (Name) be appointed as (rank/focus) in the Department/Division of (*put your department here*) or (*use the generic department "Department of Biomedical Sciences at OU WB School of Medicine"*).

(Include the faculty's education here (See Example Below)):

(Name) graduated from the (name of institution) School of Medicine in (year) and did her/his residency at the (name of residency) Program in (city, state) from (year) to (year) She/He was board certified by the American Board of Family Practice in (year).

(Include Background Experience here (See Example Below)):

(Name) has served as a Family Medicine preceptor since (year) and continues to receive excellent evaluations from her/his students. (Name) contribution to the medical student teaching program has been substantial and I anticipate that she/he will continue her/his involvement in this area.

(Include information regarding Candidate's anticipated contribution to the School of Medicine here)

I hope that you will favorably consider (Name) for appointment to the Clinical Faculty.

Sincerely,

Chair/Division Director  
[Name division, department, or location here]