

***Positive* Promotion Recommendation Form Letter**

~ To be used by committee chair, department head and dean ~

Date

Address
Address
Address

Dear _____ (**name of faculty**):

I am pleased to advise you that a recommendation for promotion to the rank of _____ (**title of rank**) has been forwarded to the _____ (**give title of next level of administrator to whom the recommendation was submitted**) by _____ (**name the appropriate University committee or “me”**).

You should recognize that this recommendation is subject to review by the _____ (**give title of next level administrator and any other higher level administrators who would review your recommendation**) and final action by the Chancellor, President, and the UT Board of Trustees.

You will continue to be advised of the status of your promotion review after recommendations are made at each higher administrative level involved in the promotion process.

Please accept my best wishes.

Sincerely,

Name
Title

cc: Department Head
Dean
Provost
Chancellor