Sample announcement of candidacy

TO: Faculty members of the Stony Brook University School of Medicine

FROM: <<Name, title of department chair>>

SUBJECT: Announcement of Candidacy of <<full name of faculty member>> for promotion to <<proposed rank and tenure status>>

Dr. <<last name of faculty member>> of the Department of <<department name>> is a candidate for promotion to <<proposed rank and tenure status>> on the <<track name>>.

Any member of the faculty of School of Medicine may write to me about this candidacy. Your comments will remain confidential under provisions of Article 31, paragraphs 2 and 6 of the "Agreement between the State of New York and United University Professions, Inc.", the full text of which is available upon request.

Please send your letters to my attention by <<deadline date>>.