

DIVISION LETTERHEAD

Date

IN CONFIDENCE

To: Wolfgang Dillmann, M.D.
Helen M Ranney Distinguished Professor
Chair, Department of Medicine

From: [Division Head]
Division of XXX

Subject: Visiting Appointment of Dr. XXX as [Title]

On behalf of the Division of Global Public Health, I am pleased to propose the appointment of Dr. XXX as [Title], in the Division of XXX, Department of Medicine. Indicate salary amount (or WOS if none)

1st paragraph to discuss the candidates previous education to include internship and residency as well as dates

2nd paragraph to discuss his/her research/clinical activities

3rd paragraph to discuss teaching activities that the faculty member has and will be involved in. [not required]

4th paragraph to discuss the project with host institution and why the collaboration is important/mutually beneficial to both parties

Example of a summary:

In summary, the Division of XXX enthusiastically supports the appointment of Dr. XXX as an [title]. Dr. XXX is actively engaged in clinical research through [the use of contrast ultrasound that benefits patients with liver cancer, and she will continue collaborative research. She is actively engaged in teaching the research aspects as well as the technical aspects of contrast enhanced ultrasound to clinically train personnel, and she will be actively engaged in teaching medical students as described above]. The Division of XXX enthusiastically supports the proposed visiting appointment.

Sincerely,

Division Head Name
[Title]

Chief, Division of XXX