

[DATE]

Dean
Executive Vice President for Health and Biomedical Sciences
Dean of the Faculties of Health Sciences and Medicine
Chief Executive of Columbia University Medical Center

Dear Dr. _____:

I'm writing to request an exemption from teaching responsibilities for **[faculty member]** **from [date] to [date]**. This exemption would be beneficial to Dr. _____'s career by permitting [him/her] to concentrate exclusively on [his/her] research activities and scientific work.

[OPTIONAL: short paragraph about nominee's work]

I understand that granting Dr. _____ an exemption from teaching responsibilities will stop the tenure clock and provide [him/her] with an additional year on the tenure clock.

Thank you for your consideration.

Sincerely,

[Chair's printed name]
[Chair's title]

Attachments: Request letter from faculty member
CV of faculty member