

[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