**TEMPLATE CHAIR REQUEST LETTER FOR FACULTY RECRUITMENT WAIVER**

DATE

E. Albert Reece, MD, PhD, MBA

*Executive Vice President for Medical Affairs, UM Baltimore*

*John Z. and Akiko K. Bowers Distinguished Professor and*

*Dean, University of Maryland School of Medicine*

Dear Dr. Reece:

This letter is to request a waiver of the normal requirement to advertise for a faculty position in order to appoint FN LN, DEGREE as FACULTY RANK, TENURE STATUS, in the Department of DEPARTMENT.

This request is being made per the CIRCUMSTANCE described in the UMB Policy on Waivers of Formal Search Requirements for Faculty Appointments. (If Circumstance #5 or #6, include the following statement). We recognize that should this waiver be approved, that Dr. LN will only be permitted to be promoted in the non-tenure track, and that prior to any promotion involving tenure or tenure track status, a full and open search for the position would have to occur.

INSERT COMPLETE AND STRONG JUSTIFICATION FOR CIRCUMSTANCE

Thank you for your consideration.

Sincerely,

Department Chair

Center/Institute/Program Director (as applicable)