



Letter of Intent from Candidate to Departmental Chair and Dean

The faculty member should write a brief letter to their Department Chair and the CMSRU Dean indicating their intention to apply for promotion during the current cycle. Letters should state current faculty rank at CMSRU, number of years at that rank at CMSRU and other institutions (if applicable), rank they intend to apply for during upcoming promotion cycle and brief reasoning on why they wish to apply for promotion.

Address letters to your Department Chair and Dean Reboli. Please date and sign letters.

Letters should be sent as an attachment via email to the Department Chair ([chair email](#)) and Annette Reboli, MD, Dean, CMSRU (reboli@rowan.edu). Please copy Anne Peatman, Director, Office of Faculty Affairs (peatmana@rowan.edu).

Sample Format:

Department Chair Name
Department

Annette C. Reboli, MD
Dean
Cooper Medical School of Rowan University

Dear Dr. (Chair) and Dean Reboli:

Sample 1st Sentences:

I am currently **Assistant Professor of Radiology** at CMSRU for **5 years**. I plan to apply for promotion to **Associate Professor of Radiology** during the upcoming promotion cycle.

I am currently **Assistant Professor of Medicine** at CMSRU for **6 years**. I plan to apply for promotion to **Associate Professor of Clinical Medicine** during the upcoming promotion cycle.

Sincerely,

(Candidate Name)
(Current CMSRU Rank)