

**Template for cover letter for faculty proposal submission to Dean's office, revised 5-4-06**

MEMORANDUM

To: Thomas J. Lawley, M.D.  
S. Wright Caughman, M.D. (for faculty who will receive compensation from TEC)

From: Department Chair

Date:

Re: Name and degree(s) of Candidate

Attached is the faculty proposal for name and degree(s) of candidate. We would like to recruit her/him as (title, track), to be effective (date--if temporary or autoterm, give start and end dates).

This will be a regular (full-time, part-time, temporary, or autoterm) position in our Department, Division, etc. She/he will spend \_\_\_\_% of total professional effort in \_\_\_\_; \_\_\_\_% in \_\_\_\_; and \_\_\_\_% in \_\_\_\_.

She/he will (provide brief description of responsibilities).

She/he is trained (brief specifics of specialty training, board certification, board eligible, etc.)

She/he (justification--why needed).

She/he will be paid a starting annual salary of (dollar amount) from (source(s)).

The primary clinical work site will be (TEC, EUH, CLH, CHOA, Grady, VAMC).

*Include any special features--examples:*

- working \_/8 at VAMC
- a hospitalist or other special primary care physician requiring special terms of appointment
- a fellow in a program that is not accredited by ACGME
- if part-time, assurance that remaining time is not in the practice of medicine elsewhere (broadly defined)

Chair/typist initials