# Letter Template

TO: NAME OF CHAIR, Chair

 Department of NAME OF DEPARTMENT

FROM: NAME OF ADVISORY COUNCIL CHAIR, Chair

 NAME OF DEPARTMENT Faculty Advisory Committee

DATE: DATE

RE: NAME OF CANDIDATE Extension Request

The members of the Department of NAME OF DEPARTMENT Faculty Advisory Committee have had the opportunity to review the extension request for Prof. NAME OF CANDIDATE. The Committee unanimously recommended that the extension be granted.

The Committee feels there are good reasons to be optimistic about the future and another year will help ensure that HE OR SHE can achieve the goal of establishing an independent research program.

*Committee Members:*

NAME OF COMMITTEE MEMBER1

NAME OF COMMITTEE MEMBER2

NAME OF COMMITTEE MEMBER3

***Note (not to be included in letter):***The Advisory Committee can add their own comments. They do not have to agree that the extension be granted; they just have to have an opportunity to review the request and render advice.