[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