

Letter Head

Date

Dr. Chairperson's Name and Family Name
Chairperson's Academic Rank and Chairperson
Department of Department's Name

Dear Dr. Chairperson's Family Name,

I would like to submit my application for promotion from Current Rank to the rank of Destined Rank in the Physician-Educator Track 2 which includes two copies of each:

1. Application File
 - a. Updated CV
 - b. Personal Statements on Research, Teaching, and Service
 - c. Names of Six External Referees
 - d. Four Selected Publications
2. Teaching Portfolio
3. Publications in Rank

Sincerely yours,

Your Signature

Your Name
Your Current Rank
Department of Department's Name

cc Mohamed H. Sayegh, MD
Executive Vice President
Raja N. Khuri Dean, Faculty of Medicine
American University of Beirut