**CHAIR’S REQUEST FOR WAIVER OF FACULTY RECRUITMENT TEMPLATE**

*(Last updated December 3, 2024)*

Date

Mark T. Gladwin, MD

Dean, University of Maryland School of Medicine

Vice President for Medical Affairs, University of Maryland, Baltimore

John Z. and Akiko K. Bowers Distinguished Professor and Dean

Dear Dr. Gladwin:

This letter is to request a waiver of the normal requirement to advertise for a faculty position in order to appoint FN LN, Degree as faculty rank, tenure status, in the Department of Department.

This request is being made per the \_\_\_ circumstance described in the UMB Policy on Waivers of Formal Search Requirements for Faculty Appointments. *[If using* ***Circumstance #5 or #6****, include the following statement]* We recognize that should this waiver be approved, Dr. LN will only be permitted to be promoted in the non-tenure track, and that prior to any promotion involving tenure or tenure track status, a full and open search for the position would have to occur.

*[Insert a* ***COMPLETE AND STRONG JUSTIFICATION*** *for the chosen circumstance*. Include the candidate’s professional background, research field and/or clinical specialty, expected responsibilities at UMSOM, etc.]

*[If using* ***Circumstance #3*** *(accompanying spouse/partner)* ***or #4*** *(research team member),**include the following information about the highly-qualified ‘main’ candidate whose recruitment requires the appointment of this candidate: name, proposed rank, tenure status, and start date.]*

Thank you for your consideration.

Sincerely,

Department Chair

Center/Institute/Program Director (as applicable)