

# MAINE MEDICAL CENTER DEPARTMENT LETTERHEAD

Date

Corresponding TUSM Department Chairperson

Tufts Medical Center  
800 Washington St  
Boston, MA 02111

RE: TUFTS Initial Academic Appointment **Candidate's Name and Degree**  
Recommended for **Applicable Tufts Faculty Rank/Track**

Dear **Corresponding TUSM Department Chairperson**:

It is a pleasure to recommend the academic appointment of **Candidate's Name and Degree** to the faculty of the Tufts University School of Medicine. **Candidate's Name** has been an active medical staff member since **Applicable Date** in the **Applicable MH-MMC Department**, and practices with **Applicable Practice if appropriate**. **He/She** provides Tufts medical students educational opportunities using a myriad of teaching settings.

**Candidate's name** completed **his/her** undergraduate at **University/College and Location** in **Applicable Discipline(s)** in **Year**. **Candidate's name** then graduated from **University/College and Location** in **Year**, completed **his/her** residency in **Specialty/Specialties** at **Institution and Location with Date**, as well as a Fellowship at **Institution and Location with Date(s)**. \*if applicable

\*If applicable, point out **Awards and Honors, Practice Innovations, and/or notable accomplishments to his/her field of expertise\***

As a preceptor for TUSM learners, **Candidate's Name** will bring **his/her** considerable knowledge and experience to all learners utilizing **Applicable teaching settings** and will more than meet the requisite teaching requirements.

I enthusiastically recommend an academic appointment of **Applicable Tufts Faculty Rank/Track**.

Please feel free to contact me with any questions or concerns.

Sincerely,

**MH-MMC Department Chairperson**  
**TUSM Faculty Standing**  
**Additional Accreditation**