

SCHOOL LOGO

**EXAMPLE REQUEST LETTER FROM CHAIR TO THE DEAN AND SVP, CAO, *ad interim*
FOR THE HONORARY TITLE DESIGNATION**

Date

Name of Dean, Credentials
Title
School

Kevin A. Morano, Ph.D.
Senior Vice President and Chief Academic Officer, *ad interim*
UTHealth Houston Office of Faculty Affairs & Development
Sent Via Email: OFAD@uth.tmc.edu

Dear Drs. Dean's Name and Morano,

I am requesting that _____, <Ph.D.>, be provided the honorary title of *Visiting Professor in* <Department Name> at <School>, effective from month xx-xx, year.

[Insert specific information to support approval of this request.]

A copy of Dr. _____'s dossier is attached for your information.

Sincerely,

Name, Credentials
Chair, Department
School

Attachment: Candidate's CV

Reviewed and Approved:

Name, Credentials
Dean
School

Date

Kevin A. Morano, Ph.D.
Senior Vice President and Chief Academic Officer, *ad interim*
UTHealth Houston

Date