



**Office of the Executive Vice President
and Chief Academic Officer**

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

EXAMPLE TITLE GRANTING LETTER

Date

Awardee's Name & Credentials
Street Address
City, State Zip

Sent Via Email: email address

Dear Dr. _____

In recognition of your contributions and time spent in service to UTHealth Houston, I am pleased to inform you that I have approved the request of <Name, Credentials., Chair of the Department of _____>, supported by <Name, Credentials, Dean, at School> to provide you with the honorary title of "Visiting Professor in <Department Name>," effective from <month xx-xx, year>.

Thank you once again for your efforts on behalf of the University.

Sincerely,

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

KAM/

Attachment: HOOP 192

cc: Dean
Chair
Faculty Affairs at the School
UTHealth Houston Office of Faculty Affairs & Development