Sample First (Opening) Paragraphs
If clinical or research, use appropriate title such as clinical assistant professor, research assistant professor, assistant research scientist, etc.

Promotion from assistant professor to associate professor, with tenure:
Jesse Pinkman, Ph.D., assistant professor of anesthesiology, Department of Anesthesiology, Medical School, is recommended for promotion to associate professor of anesthesiology, with tenure, Department of Anesthesiology, Medical School.

Promotion from associate professor, with tenure, to professor, with tenure:
Saul Goodman, M.D., Ph.D., associate professor of anesthesiology, with tenure, Department of Anesthesiology, Medical School, is recommended for promotion to professor of anesthesiology, with tenure, Department of Anesthesiology, Medical School.

Promotion in more than one department, Medical School:
Huell P. Babineaux, M.D., Ph.D., associate professor of pharmacology, with tenure, Department of Pharmacology, associate professor of internal medicine, without tenure, Department of Internal Medicine, and associate professor of surgery, without tenure, Department of Surgery, Medical School, is recommended for promotion to professor of pharmacology, with tenure, Department of Pharmacology, professor of internal medicine, without tenure, Department of Internal Medicine, and professor of surgery, without tenure, Department of Surgery, Medical School.

Promotion in two schools/colleges (needs signature of both deans):
Marco Salmanca, Ph.D., associate professor of obstetrics and gynecology, with tenure, Department of Obstetrics and Gynecology, Medical School, and associate professor of health management and policy, without tenure, Department of Health Management and Policy, School of Public Health, is recommended for promotion to professor of obstetrics and gynecology, with tenure, Department of Obstetrics and Gynecology, Medical School, and professor of health management and policy, without tenure, Department of Health Management and Policy, School of Public Health.

Promotion in more than one department, Medical School and two schools/colleges (needs signature of both deans):
Jane L. Margolis, M.D., M.M.Sc., assistant professor of learning health sciences, Department of Learning Health Sciences, assistant professor of internal medicine, Department of Internal Medicine, assistant professor of urology, Department of Urology, Medical School, and assistant professor of information, School of Information, is recommended for promotion to associate professor of learning health sciences, with tenure, Department of Learning Health Sciences, associate professor of internal medicine, without tenure, Department of Internal Medicine, associate professor of urology, without tenure, Department of Urology, Medical School, and associate professor of information, without tenure, School of Information.
Promotion from assistant professor to associate professor, without tenue:
Hank Schrader, M.D., assistant professor of internal medicine, Department of Internal Medicine, Medical School, is recommended for promotion to associate professor of internal medicine, without tenure, Department of Internal Medicine, Medical School.

Promotion in one school/college, but not the other (needs signature of both deans, or acknowledgement memo from second dean):
Juan Bolsa, Ph.D., associate professor of radiology, with tenure, Department of Radiology, Medical School, is recommended for promotion to professor of radiology, with tenure, Medical School [also associate professor of economics, without tenure, College of Literature, Science, and the Arts].

Promotion in two schools/colleges, but not the third (needs signature of all three deans, or signatures of two deans from promoting schools and acknowledgement memo from third dean):
Gus Fring, Ph.D., associate professor of English language and literature, with tenure, College of Literature, Science, and the Arts, and associate professor of information, without tenure, School of Information, is recommended for promotion to professor of English language and literature, with tenure, College of Literature, Science, and the Arts, and professor of information, without tenure, School of Information [also associate professor of history, without tenure, College of Literature, Science, and the Arts].

Promotion in one school from associate professor, with tenure, to professor, with tenure, and promotion from research associate professor to research professor:
Matthew Rainier, associate professor of neurology, with tenure, Department of Neurology, Medical School, is recommended for promotion to professor of neurology, with tenure, Department of Neurology, Medical School [also being promoted to research professor, Life Sciences Institute].