**EXAMPLE TEMPLATE FOR DEPARTMENTAL LETTERHEAD**

(Date)

**Re:       Promotion Request for (Employee name)**

Attached is the documentation for the promotion request for (Employee name) from a (current title) to a (promoted title). We affirm this person meets the promotion criteria set forth in OP 56.09 Research and Extension Associates OR OP 70.07 Research Scientist (remove unapplicable policy reference as needed) and we recommend promotion to the level as indicated in the attached documentation. Remove if not applicable: If the minimum education requirement has not been met, demonstrated equivalency must be detailed in the letter of support.

Name:

MSU 9-digit ID:

Current Title:

Promoted Title:

Effective Date:

Promotion Amount:

**Recommended:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. XXXXXXXX, Faculty or Unit Supervisor

Recommended:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. XXXXXXXX, Department Head

**Approved:**

Dr. Scott Willard (if applicable based on funding)

Dean, College of Agriculture and Life Sciences

Director, Mississippi Agricultural and Forestry Experiment Station

Dr. Wes Burger (if applicable based on funding)

Dean, College of Forest Resources

Director, Forest and Wildlife Research Center

Dr. Kent Hoblet (if applicable based on funding)

Dean, College of Veterinary Medicine

Dr. Steve Martin (if applicable based on funding)

Interim Director, MSU Extension Service

**Approved:**

Dr. Keith Coble

Vice President, Division of Agriculture, Forestry and Veterinary Medicine