Date

James W. Dean Jr., PhD

Executive Vice Chancellor and Provost

University of North Carolina at Chapel Hill

CB# 3000, 104 South Building

Chapel Hill, NC 27599-3000

Dear Provost Dean:

In consultation with the faculty of the Division of ***division name*** within the UNC Eshelman School of Pharmacy, it is my pleasure to recommend ***Employee’s name*** for reappointment/appointment at the rank of Adjunct ***TITLE*** in the UNC Eshelman School of Pharmacy’s Division of ***division name*** . This appointment would be an at-will, non-salaried position beginning ***Date***. Notice that the employment conferred is "employment at will" subject to continuation or discontinuation at the discretion of the Chancellor or the Chancellor's designee and will be reviewed periodically.

***Employee’s name*** areas of expertise are (see following examples: epidemiology, pharmaceutical health services research, and healthcare economics). He/she contributes to our Division by (see example: teaching in PHYC 431). ***Employee’s name*** is willing to serve on graduate student committees as well as work with our students and faculty in collaborative research and scholarship.

I hope that you will accept this recommendation and grant this request.

Sincerely,

name

Professor and Chair

BLS/co

Approved:

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Robert A. Blouin, PharmD

Dean and Vaughn and Nancy Bryson Distinguished Professor

UNC Eshelman School of Pharmacy

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