

**Sample letter from Direct Supervisor – for Member, Master Teacher and Distinguished Educator Applicants**  
*(Protégé Applicants – please see the other 2 letters of support below.)*

[Date]

Director Katie Huggett, PhD  
c/o Randi-Lynn Crowther  
Randi-Lynn.Crowther@med.uvm.edu

Dear Dr. Huggett:

I am writing in support of [name of applicant] as a candidate for the Teaching Academy at the University of Vermont Larner College of Medicine. [Name of applicant] has shown evidence of being a leader in the field of education scholarship, and [preferred pronoun] will benefit from being a member of the Teaching Academy, both in terms of [preferred pronoun] development as an education scholar as well as [preferred pronoun] ability to provide guidance to others in this pursuit. [The supervisor might consider including a few examples of current observations and/or evidence of education scholarship displayed by the candidate in one of the major education domains.]

I recognize that the Teaching Academy has been developed as a community of education scholars with a continuing commitment to improve the standards of how members practice both as individuals and as greater members of the Teaching Academy. I support 0.05 FTE to support [name of applicant] for Teaching Academy activities such as attending face-to-face workshops , participating in at least one of the Teaching Academy's bi-annual workshops, and active participation within the academy including mentoring/advising and presenting workshops.

I have discussed with [name of applicant] this opportunity, and look forward to the enhanced education scholarship knowledge and skills that this will afford [preferred pronoun].

Sincerely,

Signature of Supervisor

**Sample Letter of Support for the Protégé Applicant from the applicant's direct supervisor.**

*(Note – if the direct supervisor and the Teaching Academy Sponsor are the same individual, only one letter is required.)*

Dear Dr. Huggett:

I am writing in support of [name of applicant] as a Protégé Applicant to the Teaching Academy. I am [name's] direct supervisor. I can attest that [name] is in good standing as a trainee, and as an Instructor in my department.

I recognize that the Teaching Academy has been developed as a community of education scholars with a continuing commitment to improve the standards of how members practice both as individuals and as greater members of the Teaching Academy. [Name] has shown interest in developing a professional interest in medical education, and membership in the Teaching Academy will be a positive addition to [preferred pronoun] curriculum during this training program.

I am aware of the requirements attendant to this appointment, and I support [name's] participation in completing the project that is part of those requirements.

I have discussed with [name of applicant] this opportunity, and look forward to the enhanced education scholarship knowledge and skills that this will afford [preferred pronoun].

Sincerely,

Signature of Supervisor

**Sample Letter of Support for the Protégé Applicant from the applicant's Teaching Academy Sponsor**

Dear Dr. Huggett:

I am writing to support the candidacy of [name of applicant] as a Protégé Member of the Teaching Academy. I have discussed the Teaching Academy membership with [name], and I am willing to be [preferred pronoun] Sponsor in developing and carrying out the required educational scholarship project to be completed during [preferred pronoun] training periods at UVMCC. I understand that the project is to be presented at one of the Teaching Academy retreats (November or March) prior to the candidate's completion of training.

I have discussed this with [name] and [preferred pronoun] will be able to fulfill this obligation as part of [preferred pronoun] professional development in educational scholarship.

Sincerely,

Signature of Sponsor