**[insert date]**

As the **[Department Chair/Division Head]** in the **[insert program]**, and the supervisor for **[TSP applicant name]**, I understand that the Teaching Scholars Program is a selective faculty development opportunity to enhance knowledge and skills and develop future leaders in medical/healthcare education with a focus on educational scholarship and curriculum development.

This 18 month certificate program culminates in the development of an education research project or a curriculum development project.

The program consists of several core elements:

* Tuesday Afternoon Seminar Series (occurs throughout the academic year & may meet at least twice a month)
* Curriculum Development Project
* Education Scholarship Project
* Faculty Mentorship and Guidance

I agree to commit .10 (10%) FTE of **[TPS applicant]**’s time from September 2024 through March 2026 to their participation in the Teaching Scholars Program. This commitment includes an understanding and agreement that during this time period, **[TPS applicant]** will not be available to our department/program for any clinical services, meetings, or other regularly scheduled activities. I understand that there may be a need for **[TPS applicant]** to be available at other days/times on occasion for additional learning opportunities through TSP and the Academy of Medical Educators. I will facilitate **[TPS applicant]**’s involvement in these opportunities as much as possible, and I will offer guidance and support for their work directly or indirectly throughout this experience.

I understand that **[TPS applicant]** will be informed of their selection for TSP on, or about, April 15th, 2024 for the program beginning September 2024 and culminating in March 2026.

Sincerely,

**[Insert signature]**