RE: Departmental sponsor support letter for ThriveForward: A Mid-Career Faculty Women’s Leadership Development Program ([learn more here](https://medschool.cuanschutz.edu/faculty/development/ThriveForward)).

[insert date]

Dear ThriveForward Executive Committee,

As the [Department Chair / Division Head / Section Chief] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the supervisor for \_\_\_\_\_\_\_\_[insert applicant’s name]\_\_\_\_\_\_\_\_\_\_\_\_\_, I understand that *ThriveForward: A Mid-Career Faculty Women’s Leadership Development Program* is a selective CU School of Medicine faculty development opportunity to enhance leadership knowledge and skills and develop future leaders in academic medicine.

I commit to supporting this faculty member’s participation in the 2024 program, over a five-month period (August 2024 through December 2024) and recognize the program consists of a total commitment of approximately 25-35 hours, which includes:

* 5 half-day (morning) workshops (in-person on the Anschutz campus)
* 4 lunch and learn sessions (virtual)
* A 360° assessment associated with faculty coaching and guidance
* Small group discussion sessions
* Among other leadership development activities

I acknowledge the total cost of $4500 per participant and understand that the Offices for the Faculty Experience will pay $2500 of this amount, with a commitment, via this letter from my [Department/Division/Section] to pay $2000 if the faculty member is accepted. *This fee will not be paid for or deducted from the faculty member’s development fund.* The [Department/Division/Section’s] DFA will provide the speedtype for this fee in May/June of 2024, at the time the faculty member is accepted.

I will facilitate and support involvement in the ThriveForward learning opportunities as much as possible and will offer guidance and support throughout the experience.

Sincerely yours,

[insert signature details]