**Departmental Letterhead**

July XX, 2025

Elizabeth Burnside

Principle Investigator, LEADS Pathway Program

University of Wisconsin, School of Medicine and Public Health

Dear Review Committee,

I am pleased to provide this letter of strongest support and institutional commitment for [candidate]application for the LEADS Pathway Program.

* *Summarize candidate’s current position and length of time in that position, including information confirming their eligibility: CHS or tenure-track (i.e. assistant professors within 6 months of tenure review; newly promoted, recently tenured associate professors; or associate professors with < 4 years of tenure)*
* *Describe the candidate’s current research and progress to date*
* *Provide existing responsibilities and/or growth opportunities in leadership in mission areas within the school/department/institution.*
* *Discuss any experience in overcoming personal adversity, barriers, or hardship (if applicable)*
* *Share ways the candidate may bring unique perspective to the LEADS cohort*

Participation in the LEADS program will allow [candidate] to make progress toward their goals.

I am familiar with [candidate’s] career trajectory and goals and I will provide time, support and encouragement to participate in LEADS seminars and events. The department will provide XX% match [required minimum of 50% match of the $2,400 in funds provided] in professional development funds not already committed to this scholar to be used toward an executive coaching relationship of the scholar’s choosing.

We recognize that funding provided through the LEADS program—supported by the “Mentorship and Professional Development” Module of the Wisconsin Partnership Program (WPP)—must be supplemental and not replace any standard departmental allocations for faculty of comparable rank and title. As of this date, our department has not allocated funds for this type of professional development, and the coaching and professional development available in the LEADS program would not be possible without this external support. By signing this letter, we affirm that LEADS funding will not “supplant” existing or ongoing support. Should departmental funding for similar activities become available, we commit to notifying program staff within 30 days, per the guidance outlined in the attached Appendix and in compliance with grant requirements.

In addition to the new department support and investment to which I commit via this letter, I will support Dr. XXXX time for participation in the LEADS Program. The department will ensure ongoing and timely communication with the LEADS Program. I am deeply committed to supporting [candidate’s] ongoing research and leadership development.

In summary, [candidate] has the strongest support of the department and institution. Without reservation, I offer my highest possible endorsement for [candidate] and their application. I am happy to respond to any questions, so please feel free to contact me directly at <email here>.

Sincerely,

<signature>

<Department Chair Signature Block>

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School of Medicine and Public Health Chair Signature Date

**Appendix: WPP Supplanting Definition and Compliance Requirements**

**Definition of Supplanting:**

Supplanting means to replace, to take the place of, or to supersede. The Wisconsin Partnership Program (WPP) strictly prohibits the use of WPP funds to supplant existing funding.

**Compliance Expectations**  
The Principal Investigator (PI) for WPP funding (Dr. Burnside) is required to complete a Nonsupplanting Questionnaire as part of the initial application and annual renewal process. WPP grants will not be awarded or continued if a determination of supplanting is made.

At the start of the program, all grant recipients and participating departments must confirm the following:

* No costs will be supplanted.
* No current WPP funding is received for a similar purpose.
* The faculty development opportunity is made possible solely due to WPP support.
* The opportunity would not be feasible in the absence of WPP funding.

Departments further agree to notify LEADS program staff within 30 days if additional funding for professional development or executive coaching becomes available for the participating faculty member.

**Annual Grant Certification**  
Grant recipients certify that any funds awarded through WPP for the *Mentoring and Professional Development Module* (or other related projects) will not replace funding otherwise available from departmental or external sources.

Violation of this supplanting policy may result in the suspension of future funding, recoupment of disbursed grant funds, and full departmental responsibility for repayment of rescinded funds.