Notification of Nonreappointment

Sample Letter from Department Executive Office to Dean Requesting Notice of Nonreappointment be Issued

Note: Items in **BOLD** are to be adapted as appropriate.

# Procedures; Step 2.A

Date: [Refer to deadlines]

Dear Provost [name]:

On [**date**], I notified **Assistant Professor J. Doe** of my decision to recommend that they be issued a notice of Nonreappointment (**and offered a terminal contract**) for [**year-year**]. **Professor Doe** had until [**date**], to respond in writing to this decision.

I have received no written request from **Assistant Professor Doe** for a review of their case and, therefore, I am recommending that they be given Notice of Nonreappoinment (**and offered a terminal contract)** for the [**year-year**] academic year.

Sincerely,  
Department Executive Officer (i.e., head or chair)

## Enclosures

c: J. Doe, Departmental Promotion & Tenure (**or Executive**) Committee

A terminal contract is not offered for Assistant Professors in Year 1 of the probationary period. Language regarding a terminal contract should be omitted from their letters.