Notification of Nonreappointment

Sample Letter from Department Executive Officer to Faculty member in Year 2-5 of Probationary Period

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

# Category 3; Step 1

Date: (**No later than May 15, refer to deadlines**).

**Assistant Professor J. Doe**:

Upon the advice of the Departmental Promotion & Tenure **(or Executive)** Committee, I regret to inform you that I intend to recommend to **(the dean, the director of the school)** that you be issued a Notice of Nonreappointment and offered a terminal contract for [**year-year**]. I concur with the recommendation of the Advisory **(or Executive)** Committee.

This decision is based on the **(annual review, third-year review)** of your overall performance to date. The criteria used to make this judgment are set forth in the departmental, college, and campus guidelines on promotion and tenure. The P&T **(or Executive)** Committee concluded that the record of **(scholarship, teaching, etc.)** to date was not sufficient to warrant granting of promotion and tenure now, nor is the record sufficiently promising to award promotion and tenure by the end of your six-year probationary period.

(**The link to or a hard copy of)** *Communication #10, Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members and for Denials of Promotion not linked to Tenure Decision*, (**is provided/enclosed)**. You will note that the procedures provide you with the opportunity to request reconsideration of this decision. If you wish to request reconsideration, I must receive your written response no later than **([day, date, year] within 15 business days from date of this letter)**.

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

## Enclosures

c: Departmental Promotion & Tenure (**or Executive**) Committee, Dean of College (**or director of the school**).