Notification of Nonreappointment

Sample Letter from Dean to Provost

Confirming Procedures Used by the Department

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

# Procedures; Step 3

Date: [Refer to deadlines]

Dear Provost [name]:

On [date], Professor [**name**], Unit Executive Officer of the Department of [**department name**], notified **Assistant Professor J. Doe** that they intended to recommend that a Notice of Nonreappointment be issued and a terminal contract be offered for [**year-year**]. **Assistant Professor Doe** was given until [**date**], to respond to the notification. On [**date**], I was notified by Professor [name] that **Assistant Professor Doe** did not respond to the notification and I was requested to recommend that a Notice of Nonreappointment be issued accordingly. I am enclosing copies of this correspondence.

I have reviewed the procedures used by the Department in this case. I found them to be fair and proper and that the decision to terminate was consistent with the materials (**reviewed**) and based on reasonable conclusions. Therefore, I am requesting that a Notice of Nonreappointment be issued and a terminal contract offered to **Assistant Professor Doe**, Department of [**department name**], for [**year-year**].

Sincerely,  
Dean

## Enclosures

c: J. Doe, Department Executive Officer