Notification of Nonreappointment

Sample Letter from Department Executive Officer to Faculty member in Year 1 of Probationary Period

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

# Category 3; Step 1

**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 effective at the end of the current contract year. I concur with the recommendation of the Advisory (**or Executive**) Committee.

This decision is based on the annual 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 does the record show sufficient promise to warrant an expectation of a decision 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**).