Notification of Nonreappointment

Sample Letter from Department Executive Officer to Faculty member in Year 6 of Probationary Period

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

# Category 1; Step 1

**Date: (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 provost**) that you be issued a Notice of Nonreappointment and offered a terminal contract for [**year-year**].

It is the judgment of those reviewing your record that the magnitude and impact of your contributions in **(research, teaching, public service, a combination of the three, or overall performance)** are not sufficient to justify promotion to the rank of Associate Professor with indefinite tenure in the department **(or at the University of Illinois Urbana-Champaign)**.

A 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 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)**. If you decide to request reconsideration, you may wish to make an appointment with Illinois Human Resources to review your dossier before you submit the request.

Sincerely,  
Unit Executive Officer (**i.e., head, chair, director, dean, provost**)

## Enclosures

c: Departmental Promotion & Tenure (**or Executive**) Committee, Dean of College (**and/or Provost**).