Notification of Nonreappointment

Sample Letter from Department Executive Office to Faculty Member, Notifying them of Outcome of Appeal

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

Date: **[Refer to deadlines]**

**Assistant Professor J. Doe**,

The Departmental Promotion & Tenure **(or Executive)** Committee has considered the additional materials you submitted in support of your advancement in rank, and **has also taken into consideration the points you made in your meeting with them on (date).\***  They have reaffirmed their original recommendation. I have reviewed and concur with that recommendation.

Accordingly, I write to inform you that I shall recommend to the Dean that you be issued a Notice of Nonreappointment and offered a terminal contract for the **[year-year]** academic year.

Sincerely,

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

c: Dean, Departmental Promotion & Tenure **(or Executive)** Committee

\*Permissive, not mandatory step