Notification of Nonreappointment

Sample Letter from Provost to Dean, Confirming Request to BoT for Terminal Contract for Faculty Member

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

# Procedures, Step 3.A

Dear **Dean**,

I am responding to your letter of **[date]**, concerning **Assistant Professor J. Doe** of the Department of **[department name].**

I shall take the necessary steps to have the Board of Trustees notify **Assistant Professor Doe** of their nonreappointment and offer them a terminal contract for **[year-year].**

Sincerely,

Provost

c: J. Doe, Department Executive Office