

Notification of Terminal Reappointment (Tenure or Promotion Declined) – Sample

Current Date

Name of Faculty Member
Address of Faculty Member

Dear _____:

This letter will confirm our conversation of (insert date) _____ regarding your case for tenure (or promotion). Your appointment as (insert title) _____ will end on (insert date) _____ and will not be renewed beyond that date. Please sign the statement below and return it to me no later than (insert date) _____.

Sincerely,

Department Chair's Name and Signature

I acknowledge receipt of this letter and understand that my appointment as (insert title) _____ will end on (insert date) _____.

Signature of Faculty Member

****The note below is intended for Administrators. Thus, it should not appear on the official letter.****

NOTE: The Notification of Termination (Tenure or Promotion Declined) should be clear and concise and given to the faculty member no later than June 30th of the mandatory review year. No comments should be included which might indicate a condition for termination or possible reappointment beyond the expiration date. The Dean's Office will forward a copy to the Provost.

Notification of Terminal Reappointment (Waiver Notice) – Sample

Current Date

Name of Faculty Member

Address of Faculty Member

Dear _____:

This letter will confirm our conversation of (insert date) _____ regarding the timing of your mandatory review for tenure and/or promotion. By signing the statement below, you concur that you waive your right to a mandatory review and that the University is not obligated to undertake a review of your candidacy during your terminal year of appointment. This letter serves as a notice of the terminal year of your current faculty appointment which ends on (insert date) _____ and will not be renewed beyond that date. Please sign the statement below and return it to me no later than (insert date)

_____.

Sincerely,

Department Chair's Name and Signature

By signing below, I acknowledge receipt of this letter and in doing so waive my right to a mandatory review in year _____. I understand that my appointment as (insert title) _____ will end on (insert date) _____.

Signature of Faculty Member

****The note below is intended for Administrators. Thus, it should not appear on the official letter.****

NOTE: The Notification of Termination (Waiver Notice) should be clear and concise and given to the faculty member no later than December 31st of the mandatory review year. No comments should be included which might indicate a condition for termination or possible reappointment beyond the expiration date. The Dean's Office will forward a copy to the Provost.