

SAMPLE NOTIFICATION LETTER FROM DEAN TO PROMOTION AND TENURE CANDIDATE:  
**PROMOTION AND TENURE/PROMOTION REVIEW**  
**COLLEGE REVIEW COMPLETED (COLLEGE THAT ARE TIUs)<sup>1</sup>**

October 17, 2014

Jane Doe, PhD  
123 American Way  
Anytown, OH, 12345

Also delivered electronically via email to [Doe.1@osu.edu](mailto:Doe.1@osu.edu)

Dear Dr. Doe:

The Committee of the Eligible Faculty in the College of XXX met to review your request for (*promotion to associate professor with tenure; promotion to professor*) on DATE. I am writing to inform you of the nature of the recommendations by the Committee of the Eligible Faculty and by me in my role as dean of the college. Here are the results of the committee vote:

For:  
Against:  
Abstained:

These results constitute a (*positive; negative*) recommendation from the eligible faculty in accordance with the requirement for a positive recommendation established in the college's Appointments, Promotion, and Tenure (APT) Document. As you know, our APT Document establishes a (*simple/two-thirds majority*)<sup>2</sup> for a positive recommendation from the eligible faculty.

My recommendation to the provost is (*positive; negative*). The report of the committee's assessment and my written assessment are both attached. Faculty Rule 3335-6-04 (B)(4) allows you to provide me with written comments on the college review for inclusion in the dossier within ten (10) calendar days of notification of completion of the review. Please note that the Office of Academic Affairs advises candidates "to use the comments process to amend, correct, or otherwise comment on the factual information or procedural matters. Comments are not appeals but rather an opportunity to further clarify the record" (p. 82, Office of Academic Affairs [Policies and Procedures Handbook](http://oaa.osu.edu/policiesprocedureshandbook.html), <http://oaa.osu.edu/policiesprocedureshandbook.html>). If you wish to submit comments for inclusion in the dossier, you must submit a signed letter no later than the end of the day on *October 27<sup>th</sup>*.<sup>3</sup> You may submit the document electronically. If you do not plan to provide any comments, I would appreciate your letting me know that in writing. If I do not hear from you by *October 27<sup>th</sup>*, I will assume that you have no comments.

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<sup>1</sup> This includes colleges/units that report directly to OAA: College of Dentistry; College of Nursing; College of Optometry, College of Pharmacy, College of Public Health, College of Social Work, John Glenn School of Public Affairs, Moritz College of Law, and the University Libraries.

<sup>2</sup> Insert percentage indicated in APT Document here.

<sup>3</sup> Note that the date comments are due is the close of business on the next business day in the event the 10<sup>th</sup> day falls on a weekend or a day on which the university is closed.

The Committee of the Eligible Faculty and I, as college dean, have the opportunity to provide written responses to your comments for inclusion in the dossier. You will be copied on any such comments. The faculty rule permits only one iteration of comments on the TIU-level review.

The dossier will be forwarded to the Office of Academic Affairs for review by the provost. After the provost informs me of his decision, I will inform you in writing of the provost's decision. Information on the university-level review can be found in Faculty Rule 3335-6-04 (C) at <http://trustees.osu.edu/>. This process is repeated when the Board of Trustees takes final action on positive promotion and tenure recommendations, which we expect will be in the late spring or early summer.

*Add personal closing.*

Sincerely,

Encl.