

SAMPLE NOTIFICATION LETTER FROM CHAIR TO PROMOTION AND TENURE CANDIDATE:
PROMOTION AND TENURE/TENURE REVIEW
TIU-LEVEL REVIEW COMPLETED (COLLEGE W TIUs)¹

October 17, 2014

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

Also delivered electronically via email to Doe.1@osu.edu

Dear Dr. Doe:

The Committee of the Eligible Faculty in the Department 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 department chair. 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 department's Appointments, Promotion, and Tenure (APT) Document. As you know, our APT Document establishes a (*simple/two-thirds majority*)² for a positive recommendation from the eligible faculty.

My recommendation to the dean 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 department 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 27th*.³ 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 27th*, I will assume that you have no comments.

¹ This letter covers the colleges that have departments: Arts and Sciences; Business; Education and Human Ecology; Engineering; Food, Agricultural and Environmental Sciences; and Medicine.

² Insert percentage indicated in APT Document here.

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

The Committee of the Eligible Faculty and I, as department chair, 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 college office for review by the college committee and the dean. After the dean informs me of his decision, I will inform you in writing of the dean's decision. Information on the college-level review can be found in Faculty Rule 3335-6-04 (C) at <http://trustees.osu.edu/>. This process is repeated when provost and the Board of Trustees takes final action on positive promotion and tenure recommendations, which we expect will be in the spring and early summer respectively.

Add personal closing.

Sincerely,

Encl.