

SAMPLE NOTIFICATION LETTER FROM DEAN TO PROMOTION AND TENURE CANDIDATE:
PROMOTION AND TENURE/TENURE REVIEW
COLLEGE-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 college's promotion and tenure advisory committee met to review your request (*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 advisory committee and by me in my role as dean of the college. Here are the results of the committee vote.

For:
Against:
Abstained:

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 27th*.² 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.

The college's advisory promotion and tenure committee and I 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 college-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 your department chair, who will inform you in writing of

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

² 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 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

Encl.

C: Department chair