

SAMPLE NOTIFICATION LETTER FROM CHAIR TO PROMOTION AND TENURE CANDIDATE:  
**PROMOTION AND TENURE/TENURE REVIEW**  
**UNIVERSITY-LEVEL REVIEW COMPLETED**

March 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:

*Positive decision*

Congratulations! The provost has decided to recommend you for (*promotion to associate professor with tenure; promotion to professor*). Upon recommendation by the president, the Board of Trustees will vote on this action at its meeting on DATE. I will notify you of the board-action later in the month of June.

*Add personal closing.*

*Negative decision*

The provost has decided not to recommend you for (*promotion to associate professor with tenure; promotion to professor*).

Faculty Rule 3335-6-05 outlines your rights to appeal. Faculty Rule 3335-5-05 establishes the procedures for such an appeal. Both of these rules can be found at <http://trustees.osu.edu/>. You have 30 days to file an appeal in with the Committee on Academic Freedom and Responsibility (See [http://senate.osu.edu/?page\\_id=167](http://senate.osu.edu/?page_id=167).) and provost.

*Include the following if the candidate is denied tenure.*

In accordance with Faculty Rule 3335-6-06, I am also confirming that your final date of employment will be May 31, 2015.

*Add personal closing*

C: Dean  
Office of Academic Affairs (*Copy must be submitted with Form 101*  
(<http://oaa.osu.edu/forms.html>).