

SAMPLE NOTIFICATION LETTER FROM DEAN TO REAPPOINTMENT CANDIDATE:  
**4<sup>TH</sup> YEAR/REAPPOINTMENT REVIEW**  
**COLLEGE-LEVEL REVIEW COMPLETED (COLLEGES W/ 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:

*Positive decision*

Congratulations! I have decided to reappoint you for *(fifth probationary year [for tenure-track faculty] or a new X-year appointment [for clinical and research faculty])*.

The college's Committee of the Eligible Faculty met to review your on DATE. Here are the results of the committee vote.

For:  
Against:  
Abstained:

The report of the committee assessment and my written assessment are both attached. The Faculty Annual Review Policy allows you to provide written comments on the college committee's assessment and my written assessment 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>). 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>2</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.

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.

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<sup>1</sup> This includes the colleges that have departments: Arts and Sciences; Business; Education and Human Ecology; Engineering; Food, Agricultural and Environmental Sciences; and Medicine.

<sup>2</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.

*For clinical/research reappointments only*

I have decided to reappoint you for a new *X-year* appointment. I am forwarding my recommendation to the provost who will forward it on behalf of the president to the Board of Trustees. The Board 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.*

C: Department chair

*Negative decision*

I have decided not to reappoint you to *(a fifth probationary year [for tenure-track faculty] or another term as a [clinical, research] faculty member. Under Faculty Rule 3335-6-03 [for tenure-track faculty] 3335-7-08 [for clinical faculty] or 3335-7-36 [for research faculty])*, the dean's decision is final. Faculty Rule 3335-5-05 establishes the procedures for appealing this decision. This rule 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.

Your final date of employment will be May 31, XXXX.

*Add personal closing.*

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