

SAMPLE NOTIFICATION LETTER FROM DEAN TO REAPPOINTMENT CANDIDATE:
4TH YEAR/REAPPOINTMENT REVIEW
COLLEGE-LEVEL REVIEW COMPLETED (COLLEGES THAT ARE 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:

Positive decision

The Committee of the Eligible Faculty in the College of XXX met to review your request for (*reappointment, including 4th Year Review for tenure-track and penultimate year review for clinical and research faculty*) 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*)² 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*) for a positive recommendation from the eligible faculty.

For tenure-track reappointments

My recommendation to the provost is (*positive, negative*). The report of the committee assessment and my written assessment are both attached. The Faculty Annual Review Policy allows you to provide me with written comments on the college committee's assessment and my 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), <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

¹ 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.

² Insert percentage indicated in APT Document here.

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.

The college's advisory promotion and tenure committee has 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 you in writing of the provost's decision.

For positive clinical/research reappointments only

I have decided to reappoint you to 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: Office of Academic Affairs

For negative clinical/research reappointments only

I have decided not to reappoint you to another term as a (*clinical, research*) faculty member. Under (*Faculty Rule 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.) and provost.

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

Add personal closing.

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

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.