

SAMPLE NOTIFICATION LETTER FROM DEAN TO PROMOTION AND TENURE CANDIDATE:
4TH YEAR/REAPPOINTMENT REVIEW
UNIVERSITY-LEVEL REVIEW COMPLETED (COLLEGES THAT ARE TIUs)¹

March 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, tenure-track

Congratulations! The provost has decided to reappoint you to a fifth probationary year.

Add personal closing.

Negative decision, tenure-track

The provost has decided not to recommend you for reappointment.

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.) and provost.

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

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.

Letter of Offer 306: 4th Year/reappointment review, university-level review completed (college that are TIUs) <http://oaa.osu.edu/Sampleddocuments.html>