

Negative Promotion Recommendation Form Letter

~ To be used by committee chair, department head and dean ~

Date

Address

Address

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Dear _____ (name of faculty):

I want to communicate with you regarding the status of your promotion review. Your credentials have been reviewed and I am hereby advising you that a recommendation against your promotion will be forwarded by _____ (name the appropriate University committee or "me") to the _____ (give title of next level administrator to whom the recommendation has been submitted). It should be recognized that this is only a recommendation and is still subject to review by higher levels of the administration.

You will continue to be advised of the status of your promotion review after recommendations are made at each higher administrative level involved in the promotion process.

You may wish to discuss this recommendation with me. If you feel such a discussion would be helpful, I would be pleased to meet with you. Please call _____ (name of secretary and telephone number) to schedule an appointment.

Sincerely,

Name & Title

cc: Department Head
Dean
Provost
Chancellor