

**Negative Tenure Recommendation Form Letter**  
~ To be used by committee chair, department head and dean ~

Date

Address  
Address  
Address

Dear \_\_\_\_\_ (name of faculty):

I want to communicate with you regarding the status of your tenure review. Your credentials have been reviewed and I am hereby advising you that a recommendation against your tenure 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 tenure review after recommendations are made at each higher administrative level involved in the tenure 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