For Candidates Covered by the Policy and Procedures on Academic Appointments

Second letter to the candidate: communicating further details concerning the tenure review process

[This notification will be given in the fall.]

Earlier this year I wrote to you confirming that your tenure review would be completed by the 15 April, [YEAR] and indicating your responsibilities under the Policy and Procedures on Academic Appointments for the consideration of tenure.

Thank you for submitting your materials in a timely fashion.

Enclosed you will find the list of people whom I intend to ask to serve on the Tenure Committee. The PPAA requires that each member of the Tenure Committee must agree to make her or his decision on the “basis of the evidence available at the time of the Tenure Committee meeting and should be reasonable in light of the standards that were generally applied in the division/department in recent years.” If you have reason to believe that any member of that Committee, myself included, is not in a position to do this, please indicate this to me or to the Dean/Vice-Provost in writing stating your reasons.

The Committee conducting your tenure review will be meeting on [DATE AND TIME]. At least one week prior to this time, I will provide you with a summary of all of the appraisals that have been received. If you wish to do so, you may make a written statement and/or appear before and make an oral statement to the Tenure Committee.

I would appreciate your written acknowledgement of this letter. If you have any questions, please do not hesitate to call.

Yours sincerely,

[NAME]

I acknowledge receipt of this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date