**FORMAL NOTIFICATION TO PROMOTION CANDIDATE OF DEPARTMENT’S ACTION**

Sent by: Department Chair to the Faculty

Timeline: This must be sent within five (5) working days of the department meeting and recommendation. Please note, this is the only notice to the candidate until the process is complete.

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Date

(Full Name)   
(Address)   
(City, State, Zip)

Dear (Dr./Mr./Ms.):

As per the Academic Promotion guidelines, I write to inform you of the recommendation of the Department of ***(name)*** in regards to your promotion. The department has voted to **(*recommend/not recommend)*** your **(promotion/tenure track reappointment)**.

Your package will be sent to the Dean’s Office to continue with the process. As per the Guidelines, you will receive communication regarding the final outcome once the process is complete.

Please let me know if you have any questions.

Sincerely,

**(Name)**   
Department Chair