

PROMOTION, REAPPOINTMENT OR TENURE DENIALS

Purpose:

This document defines the workflow for notifications to schools, departments and faculty regarding promotion, tenure-track reappointment, or award of tenure denials.

Workflow:

1. Director of RBHS Faculty Affairs emails appropriate Campus Provost to inform them when a promotion, tenure-track reappointment or award of tenure has been denied by the Chancellor. See [Email Template #1](#).
2. Campus Provost communicates to department chair and/or dean informing them that the promotion, tenure-track reappointment or tenure was denied by the Chancellor within 24 hours of #1 email above. Once this is completed, Campus Provost confirms with Director of RBHS Faculty Affairs.
3. After Director of RBHS Faculty Affairs receives notice that Campus Provost has discussed denial with chair and dean, Director will email appropriate School Faculty Affairs coordinator informing them that promotion, tenure-track reappointment or tenure was denied by the Chancellor. See Email Template #2.
4. Dean sends formal written notification to faculty member notifying them that their promotion, tenure-track reappointment or tenure was denied within **ten (10) days** of final decision. See [Template #1](#) for promotion and #2 for tenure track reappointment and tenure.

Templates (included on pages 2-4):

- [Template #1](#) | **Formal Notification Of Unsuccessful Promotion** (*to be sent from the Dean to the faculty member*)
- [Template #2](#) | **Formal Notification Of Unsuccessful Tenure Track Reappointment Or Award Of Tenure Notification** (*to be sent from Dean to faculty member*)
- [Email Templates](#)
 - #1 | **Email to Provost** (*to be sent from Director of Faculty Affairs to the appropriate Campus Provosts with a cc to other provost for their information*)
 - #2 | **Email to School Faculty Coordinator** (to be sent from the Director of Faculty Affairs)

References:

Non-Tenure Track – Section M, page 13 of the [Academic Promotion Instructions for Non-Tenure Track Faculty](#).

Tenure Track and Tenured – Section O, page 15 of the [Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty](#).

Template #1:

FORMAL NOTIFICATION OF UNSUCCESSFUL PROMOTION (to be sent from the Dean to the faculty member)

Purpose:

To notify candidate of an unsuccessful candidacy for promotion. This must be sent within **ten (10) days** of the final decision.

Date

(Full Name)

(Address)

(City, State, Zip)

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

I regret to inform you that your candidacy for promotion to XXXX was not approved. This letter serves as your formal notification of this decision.

You may review your promotion packet with its attached evaluation. If you wish to do so, please contact the school Faculty Affairs Office to make arrangements to review your promotion package. ***(Schools may wish to add their specific instructions on how the faculty may review their promotion package.)*** Once you have had the opportunity to review this packet, I invite you to meet with me to discuss your evaluation if you so wish.

Sincerely,

(Name)

Dean, **(School)**

cc: Department Chair

Template #2:

FORMAL NOTIFICATION OF UNSUCCESSFUL TENURE TRACK REAPPOINTMENT OR AWARD OF TENURE NOTIFICATION (to be sent from Dean to faculty member)

Purpose:

To be sent to candidates for tenure track reappointment review or award of tenure. This must be sent within **ten (10) days** of the final decision.

Date

(Full Name)

(Address)

(City, State, Zip)

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

I regret to inform you that your *(tenure track reappointment review/ tenure review)* was unsuccessful. You will have a one-year terminal appointment, July 1, *(year)*-June 30, *(year)*. This letter serves as your formal notification of this decision.

I invite you to meet with me to discuss your review if you so wish.

I wish you success in your future endeavors.

Sincerely yours,

(Name)

Dean, **(School)**

cc: Department chair

Email Templates:

#1 - EMAIL TO PROVOST (to be sent from Director of Faculty Affairs to the appropriate Campus Provosts with a cc to other provost for their information)

Dear (PROVOST),

Dr. Strom has denied the (STATE ONE: **promotion, reappointment or award of tenure**) of Dr. (NAME) , (ACADEMIC TITLE) in the Department of (NAME) at (SCHOOL).

Please reach out to (chair/dean) to discuss this decision within 24 hours. Please confirm with me once this discussion has occurred so that I can communication the decision with the School Faculty Affairs Office for formal notification to be sent to the candidate. As a reminder, this must occur no later than 10 days after Dr. Strom's decision.

You can review Dr. (NAME)'s package in OneDrive.

Thank you. (Director of RBHS Faculty Affairs)

#2 - EMAIL TO SCHOOL FACULTY COORDINATOR (to be sent from the Director of Faculty Affairs after email #1 discussion is completed)

Dear (NAME),

Please note that Dr. (NAME), (ACADEMIC TITLE) in the Department of (NAME) was not approved for (STATE ONE: **promotion, reappointment, award of tenure**). This has been noted on the action package in ImageNow and moved to completed.

The Provost is communicating this to the Chair and the Dean. As a reminder, it is critical that the formal notification of the denial is sent to the faculty within **ten (10) days of Dr. Strom's decision**. Please work with your Dean to prepare the appropriate template letter and assure its timely delivery.

You can find the denial workflow and template letters on the [Promotion Process Resources](#) Page under Administrative Resources on the RBHS Faculty Affairs website.

If you have any questions, please let me know or you may reach out to Dr. (Campus Provost).

Thank you. (Director of RBHS Faculty Affairs)