**Templates for Pre-Tenure, Promotion and/or Tenure, Post-Tenure Candidate Response Letters**

***Promotion and Tenure***

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On ***(insert type of review)***

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

 ***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Printed Name***

*Provide additional documents regarding publications if needed.*

**NOTE FOR POST-TENURE REVIEWS: PER THE CBA ARTICLE 9, AN UNSATISFACTORY REVIEW AT THE UNIT PEER COMMITTEE LEVEL AND/OR THE DEAN/DIRECTOR LEVEL, THE FILE WILL AUTOMATICALLY BE REVIEWED BY THE PROVOST.**

***Promotion and Tenure***

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation On ***(insert type of review)***

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 ***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Printed Name***

*Use additional sheet(s) if necessary*

***Promotion and Tenure***

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation On ***(insert type of review)***

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 ***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Printed Name***

*Use additional sheet(s) if necessary.*

***Note for 4th Year Pre-Tenure, and 6th Year Post-Tenure Reviews***

4th Year Pre-Tenure Reviews: The file review ends at the Provost’s level, unless the candidate requests by email to the Faculty Services Manager to have the file submit to the Chancellor for review.

6th Year Post-Tenure: The file review ends at the Provost’s level, unless the candidate requests by email to the Faculty Services Manager for the file to be submitted to the Chancellor for review.

***Promotion and Tenure***

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation On ***(insert type of review)***

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 ***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Printed Name***

*Use additional sheet(s) if necessary*