**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.*

***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)***

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

 ***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)***

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary.*

***Promotion and Tenure***

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

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

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary*

***4th Year Pre-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.*

***4th Year Pre-Tenure***

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

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

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary*

***4th Year Pre-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)***

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary.*

***4th Year Pre-Tenure***

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

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

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary*

***Post-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.*

***Post-Tenure***

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

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

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

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

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

 ***Printed Name***

*Use additional sheet(s) if necessary*