Attached are the current guidelines for the Promotion and Tenure (P&T) process. Please read carefully and be sure to discuss the needed changes with your P&T committees.

Since the process originates with the unit, the unit has the responsibility to initiate the official letters that become part of the candidate’s P&T file. I encourage you to talk with your unit and college P&T committees and any secretarial staff who will prepare materials to be sure that each candidate’s materials come forward in an appropriate and timely manner. Late letters are to be avoided at all costs as they are detrimental to the process and violate university policy.

Please note that all letters must be on official unit letterhead. Letters should follow the enclosed examples and no additional comments should be added to the letter unless there are stipulations for continued employment. Any stipulations should be specifically stated in the letter and discussed with the candidate. Also, please attach a current vita for each candidate being forwarded for the granting of promotion and/or tenure. All letters should be reviewed at the Dean level and be forwarded to the Provost’s Office from the Dean. Letters coming from a department without review by the appropriate dean will be returned. PLEASE INCLUDE BOTH COLLEGE AND DEPARTMENTAL VOTES AT ALL LEVELS FOR ALL YEARS FOR TENURE AND PROMOTION AND FORWARD TO THE PROVOST WITH YOUR DOCUMENTS.

Attached, please find the following:

1. Calendar of due dates and dates of activity related to the P&T process
2. Responsibilities of the college dean
3. Responsibilities of the unit (department, school, or center)
4. Sample letters for the unit (department, school, or center)
5. Sample form for stopping tenure clock
   (Please see page 79.2.91 of the Faculty and Professional Personnel Handbook for information regarding not counting tenure-creditable years.)

Should you have any questions, please feel free to contact my office.

cc: Interim President Terry King
    Jeanette Hoover
    Members of UP&T
    General Counsel
    Deans’ secretaries
    Attachments
Promotion and Tenure Calendar - Academic Year 2016-2017

Friday, September 9  Provost’s Office sends the Promotion and Tenure lists of faculty status to deans for verification

Friday, November 4  Second Year Dismissal Recommendation letters due to Provost

Monday, November 14 2017-2018 Unit and College Promotion and Tenure Documents due to Associate Provost for review by University Promotion and Tenure Committee

Tuesday, December 6  President sends Second Year Dismissal Recommendation letters

Friday, January 20  First Year Dismissal Recommendation letters due to Provost’s Office

Friday, January 20  Progress Toward Tenure and Promotion and Unsatisfactory Progress Toward Tenure and Promotion Recommendation letters for first, second, third, fourth, fifth, and sixth year faculty due to Provost’s Office *(vita not required)*

Recommendation for dismissal letters for third, fourth, fifth, and sixth year faculty due in Provost’s office

Recommendation for seventh year dismissal due to Provost’s Office [note: there is no unsatisfactory progress letter for seventh year]

Friday, February 3  All recommendations for Granting of Tenure and Promotion letters from deans, college, and unit Promotion and Tenure Committees due to Provost’s Office. *(vita must be attached)*

Recommendation for Promotion to Professor letters from deans, college, and unit Promotion and Tenure Committees due to the Provost’s Office *(vita must be attached)*

Friday, February 3  President sends First Year Dismissal letters to faculty

Friday, March 3  Provost sends First, Second, Third, Fourth, Fifth and Sixth Year Progress Toward Tenure letters and First, Second, Third, Fourth, Fifth and Sixth Year Unsatisfactory Progress Toward Tenure letters to faculty

Provost sends Third, Fourth, Fifth and Sixth Year dismissal letters to faculty

Friday, March 17  Provost sends Seventh year Recommended for Tenure and Promotion to Associate Professor letters to faculty

Provost sends Seventh year dismissal letters to faculty

Provost sends Recommended for Early (fifth or sixth year) Tenure and Promotion to Associate Professor letters to faculty

Friday, March 17*  Provost sends all Recommendations for Promotions and Granting of Tenure to President

Friday, May 5*  President sends Promotion and Granting of Tenure letters to faculty upon approval by the Board of Trustees*

REMEMBER:  Third, Fourth, Fifth, Sixth, and Seventh Year Dismissal letters must be sent to the faculty member at least twelve months before the appointment expires.

*This date is tentative depending upon legislative action and other factors.
RESPONSIBILITIES OF THE COLLEGE DEAN

Tenure and Promotion

In relation to annual progress toward tenure recommendations or recommendations that reflect "deficiencies" with a faculty member's performance, the dean will approve or disapprove the department and/or college’s recommendation. The college dean must:

1. make certain that the form letter includes reference to any condition(s) for continued employment which was originally stated in the initial appointment letter mailed to the faculty member by the President (Please note that exact wording for conditions of employment and dismissal dates should be verified with the Provost.);

2. make certain that any change in condition(s) is communicated to the Provost for approval;

3. make certain that the faculty member receives a copy of the progress letter or unsatisfactory progress letter with the conditions for continued employment. The letter is to be signed by the department chairperson, Department Promotion and Tenure chairperson, and college dean;

4. make certain that any changes in conditions are communicated to the faculty member in writing and in person. This letter, in addition to the form letter, is to be signed by the department chairperson, Department Promotion and Tenure chairperson, and the college dean;

5. notify the Provost that a faculty member has satisfied his/her condition for continued employment by the date required, (when a stipulation or condition of continued employment involves something other than the completion of a degree, indication that the condition has been satisfied must be communicated to the Provost.); or

6. notify the Provost when a faculty member does not satisfy his/her condition for continued employment by the date required, or

7. request an "extension" of the original date well before it expires.

8. provide the Provost with departmental and college votes for all levels and for all years.

9. provide a list of all recommended promotions within the college.

10. provide a current vita for all persons recommended for promotion and any additional supporting materials.

11. provide a letter of justification for each person recommended for promotion from the college dean to the Provost. (There is no form letter; however, the letter should do more than concur with the unit’s decision).

12. provide supplemental external letters of evaluation for promotion to Professor.
RESPONSIBILITIES OF THE UNIT (DEPARTMENT, SCHOOL, OR CENTER)

Tenure and Promotion – See Faculty and Professional Personnel Handbook Policy Statement for Tenure and Promotion

1. Every department should have a specific evaluation sheet for rating a faculty member in relation to tenure and promotion. This rating sheet is to be kept on file by the chairperson of the department.

2. The burden of proof in all matters is upon the faculty member to provide evidence of excellence. Average performance is not evidence of excellence.

3. It is essential that a faculty member be notified verbally and in writing of progress toward tenure and promotion, including cases where the chairperson disagrees with the committee on the decision.

4. Every candidate must receive a letter summarizing their strengths and weaknesses and listing expectations to be met for promotion and/or tenure.

5. In cases of unsatisfactory progress toward tenure and promotion, the faculty member must be made aware of the concerns (deficiencies) and expectations for improvement in writing and in person.

6. If an individual is to be dismissed at the end of the first year, then he/she must be notified by March 1 of the first year; if he/she is to be dismissed at the end of his/her second year, then he/she must be notified by December 15 of the second year. For those individuals who are in their third, fourth, fifth, sixth, or seventh year at Ball State, notice of non-reappointment or of the intention not to recommend reappointment to the Board of Trustees will be given at least 12 months before the expiration of the individual's appointment. Please contact the Provost’s office for dismissal dates for those hired mid-year.

7. Department votes for all tenure and promotion decisions must be sent forward to the dean and Provost.
[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name]'s performance meets these standards and that [he/she] is making satisfactory progress toward tenure and promotion at this time. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State University. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence recommendations, and [rank and last name] understands that satisfactory performance to date is not by itself a guarantee of continued satisfactory performance toward a positive tenure and promotion recommendation.

_______________________  ______
Type name below signature    Date
Department P & T Chairperson

_______________________  ______   Approve______Disapprove______
Type name below signature    Date    Dept. Committee Recommendation
Department Chairperson

* ____________________     __   *Approve _____Disapprove______
Type name below signature    Date    Dept. Committee Recommendation
College P&T Chairperson

_____________________      ______   Approve______Disapprove______
Type name below signature    Date    Dept. Committee Recommendation
College Dean

[typist initials]

pc: [Rank and last name of faculty member]

*include this section only when applicable
SAMPLE LETTER. PROGRESS TOWARD TENURE AND PROMOTION RECOMMENDATION LETTER FOR 1st, 2nd, 3rd, 4th, 5th, or 6th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name]'s performance meets these standards and that [he/she] is making satisfactory progress toward tenure and promotion at this time. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State University. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence recommendations, and [rank and last name] understands that satisfactory performance to date is not by itself a guarantee of continued satisfactory performance toward a tenure and promotion recommendation.

The department chairperson does not support the recommendation of the committee. [Name of chairperson] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

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[typist initials]
Attachment
pc: [Rank and last name of faculty member]

*include this section only when applicable
SAMPLE LETTER. RECOMMENDED LETTER FOR UNSATISFACTORY PROGRESS TOWARD TENURE AND PROMOTION FOR 1st, 2nd, 3rd, 4th, 5th, or 6th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Robert Morris  
Acting Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in [rank and last name]'s performance occurs, we will not be able to recommend [him/her] for tenure and promotion. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [Note: When applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

____________________________________  ______  
Type name below signature    Date
Department P & T Chairperson

____________________________________  ______  
Type name below signature    Date
Department Chairperson

* ___________________________________  ______  
Type name below signature    Date
College P&T Chairperson

____________________________________  ______  
Type name below signature    Date
College Dean

[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

*include this section only when applicable
SAMPLE LETTER. RECOMMENDED LETTER FOR UNSATISFACTORY PROGRESS TOWARD TENURE AND PROMOTION FOR 1st, 2nd, 3rd, 4th, 5th, or 6th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in [rank and last name]'s performance occurs, the committee will not be able to recommend [him/her] for tenure and promotion. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [Note: When applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature  Date
Department P & T Chairperson

Type name below signature  Date
Department Chairperson

* Type name below signature  Date
College P&T Chairperson

Type name below signature  Date
College Dean

[typist initials]
Attachment
pc: [Rank and last name of faculty member]

*include this section only when applicable
# SAMPLE LETTER

1st or 2nd YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Robert Morris  
Acting Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated at the close of Spring Semester 2017.

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pc: [Rank and last name of faculty member]

*include this section only when applicable
**SAMPLE LETTER. 1st or 2nd YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Dr. Robert Morris  
Acting Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost Morris:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated at the close of Spring Semester 2017.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

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[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

*include this section only when applicable
[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Provost Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]’s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated from the University at the close of Spring Semester 2018.

_______________________  ______
Type name below signature    Date
Department P & T Chairperson

_______________________  ______   Approve_____Disapprove_____
Type name below signature    Date    Dept. Committee Recommendation
Department Chairperson

* ____________________     ______   *Approve _____Disapprove_____
Type name below signature    Date    Dept. Committee Recommendation
College P&T Chairperson

_____________________      ______   Approve______Disapprove______
Type name below signature   Date    Dept. Committee Recommendation
College Dean

[typist initials]
Attachment

pc: [Rank and last name of faculty member]

*include this section only when applicable
SAMPLE LETTER.  3RD, 4TH, 5TH, 6TH, 7TH YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Provost Morris:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated from the University at the close of Spring Semester 2018.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

_______________________  ______
Type name below signature    Date
Department P & T Chairperson

_______________________  Date
Type name below signature    Date
Department Chairperson

* ____________________     ______
Type name below signature    Date
College P&T Chairperson

_______________________      ______
Type name below signature   Date
College Dean

[typist initials]
Attachment

pc: [Rank and last name of faculty member]

*include this section only when applicable
[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name] to be exhibiting excellent performance and have every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] [insert 5th or 6th] tenure-creditable year at Ball State University.

The [name of unit] Promotion and Tenure Committee, the department chairperson, and the dean have reviewed the performance of [rank and full name]. The department promotion and tenure committee recommend to the department chair and the dean that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2017.

_________________________  ______
Type name below signature      Date
Department P & T Chairperson

_________________________  ______   Approve_____Disapprove_____
Type name below signature      Date    Dept. Committee Recommendation
Department Chairperson

* ____________________     ______   *Approve _____Disapprove_____
Type name below signature      Date    Dept. Committee Recommendation
College P&T Chairperson

_____________________      ______   Approve______Disapprove______
Type name below signature   Date    Dept. Committee Recommendation
College Dean

[typist initials]

pc: [Rank and last name of faculty member]

*include this section only when applicable
SAMPLE LETTER. RECOMMENDATION FOR TENURE AND PROMOTION IN 5TH OR 6TH YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Robert Morris
Acting Provost and Executive Vice President for Academic Affairs
Ball State University

Dear Dr. Morris:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name] to be exhibiting excellent performance and has every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] [insert 5th or 6th] tenure-creditable year at Ball State University.

The [name of unit] Promotion and Tenure Committee, the department chairperson, and the dean have reviewed the performance of [rank and full name]. The committee recommends to the department chair and the dean that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2017.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature     Date
Department P & T Chairperson

Type name below signature     Date
Department Chairperson

*Type name below signature     Date
College P&T Chairperson

Type name below signature     Date
College Dean

[typist initials]

pc: [Rank and last name of faculty member]

*include this section only when applicable
[date]

Dr. Robert Morris  
Acting Provost and Executive Vice President for Academic Affairs  
Ball State University  

Dear Provost Morris:

The [name of unit] Promotion and Tenure Committee, the department chairperson and the dean have reviewed the performance of [rank and full name]. We recommend that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2017.

Type name below signature Date  
Department P & T Chairperson  
__ ___________________  _______

Approve _____ Disapprove_____  
Dept. Committee Recommendation  

Type name below signature Date  
Department Chairperson  
__ ___________________  _______

Approve _____ Disapprove_____  
Dept. Committee Recommendation  

Type name below signature Date  
College P&T Chairperson  
__ ___________________  _______

Approve _____ Disapprove_____  
Dept. Committee Recommendation  

Type name below signature Date  
College Dean  
__ ___________________  _______

Approve _____ Disapprove_____  
Dept. Committee Recommendation  

[typist initials]  

pc: [Rank and last name of faculty member]
[date]

Dr. Robert Morris  
Acting Provost and Executive Vice President for Academic Affairs  
Ball State University  

Dear Provost Morris:

The [name of department or unit] Promotion and Tenure Committee, the department chairperson and the dean have reviewed the performance of [rank and full name]. The committee recommends that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2017.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

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Type name below signature    Date  
Department P & T Chairperson

_______________________  ______  
Type name below signature    Date  
Department Chairperson

_______________________  ______  
Type name below signature    Date  
College P&T Chairperson

_______________________  ______  
Type name below signature    Date  
College Dean

[typist initials]

pc: [Rank and last name of faculty member]
DATE:

TO: (Dept./School Chair/Director Name)  
(Chair or Director)  
(Depart./School)

FROM: (Faculty Member Name)  
(Rank)

RE: Request AY 2017-2018 not count as a tenure creditable year

I am requesting that my credentials not be reviewed by my department promotion and tenure committee in October 2017 and that the academic year 2016-2017 not be counted as a tenure-creditable year. The next review of my materials will be October 2018 and will be for the [2016-2017 and 2017-2018] academic years. (INSERT EXPLANATION WHY NEEDED HERE)

Thank you for your consideration of my request.

Sincerely,

(Faculty Member Name & Signature)

_____________________________  ___________  Approve____   Disapprove____
Department P&T Comm. Chair  Date

_____________________________  ___________  Approve____   Disapprove____
Department Chair             Date

_____________________________  ___________  Approve____   Disapprove____
College Dean                 Date

_____________________________  ___________  Approve____   Disapprove____
Provost & Executive Vice President  
for Academic Affairs           Date

forms revised August 2016