**APPENDIX K: SAMPLE LETTER OF NON-RECOMMENDATION**



**To: [DEAN]**

**From: [XXXXXXXXX]** **Division Promotion and Tenure Review Committee**

**Date: XXXXXXXXX**

**Subject: Recommendation for [FACULTY MEMBER]**

The [XXXXXXXXXXX] Division Promotion and Tenure Review Committee has carefully reviewed the portfolio submitted by [FACULTY MEMBER] of the [XXXXXXXXXXX] Department. The Committee does not recommend [FACULTY MEMBER] forpromotion from Assistant Professor to Associate Professorfor the following reasons:

1. Insufficient quantity and quality of activities in the Professional Activities portion of the portfolio. The faculty member detailed only five webinars over the course of four years and one, one-day volunteer activity for a professional organization.
2. Materials included in the Teaching and Learning Activities section of the portfolio were not original. PowerPoint slides were provided by a publisher, and the narrative for this section provided no explanation or publisher information.

[FACULTY MEMBER] is encouraged to meet with the Peer Review Team and chairperson to discuss professional opportunities and the use of original material in the portfolio.

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Professor [NAME], Committee Chair Professor [NAME]

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*[Information on the Appeals Process should not be included in a negative decision letter.]*