**SAMPLE Letter from the Chair to the ASSISTANT PROFESSOR, TEACHING STREAM communicating the CONTINUING STATUS committee’s positive recommendation for the award of continuing status and promotion to associate professor, teaching stream:**

Dear Professor. [ ],

I am writing to indicate that the Continuing Status Committee has recommended that you be awarded continuing status and promoted to the rank of Associate Professor, Teaching Stream. This recommendation will be forwarded to the Vice-President and Provost.

You shall be notified by the Provost’s Office of the final decision which shall then be reported to

the Academic Board of the Governing Council for information.

Yours sincerely,

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Chair of the Continuing Status Committee

cc: Dean