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

Dear Professor. [ ],

In accordance with Section VII, 30 (x) of the *Policy and Procedures on Academic Appointments* I am writing to indicate that the Continuing Status Committee has recommended that you not be awarded continuing status and promoted to the rank of Associate Professor, Teaching Stream. I enclose a statement of reasons for the decision and a summary of the evidence. This recommendation will be forwarded to the Vice-President and Provost. You shall be notified by the Provost’s Office of the final decision.

In the event that the Provost’s office accepts the Continuing Status Committee’s recommendation, I would draw your attention to Section VII, 30 (xi) of the *Policy and Procedures on Academic Appointments*, a negative decision may be appealed following the Grievance Procedure set out in Article 7 of the Memorandum of Agreement, commencing at Step 3.

Yours sincerely,

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

Chair of the Continuing Status Committee

cc: Dean