**SAMPLE LETTER TO ASSISTANT PROFESSOR, TEACHING STREAM AT TIME OF CONVEYANCE OF DOSSIER TO THE TEACHING STREAM CONTINUING STATUS REVIEW COMMITTEE AND INVITATION TO APPEAR BEFORE THE COMMITTEE**

Dear Professor [ ],

In accordance with Section VII of the *Policy and Procedures on Academic Appointments*, I enclose a summary of the appraisals and evaluations that comprise part of the dossier sent to the continuing status review committee. The committee can now commence its deliberations.

As outlined in Section VII, you are invited to appear before the committee and make a written and/or oral statement to the committee if you so desire. You are, of course, not entitled to be present throughout or to otherwise participate in the continuing status and promotion consideration.

I would appreciate your written response to my letter within a week indicating whether you wish to appear before this Committee.

Yours sincerely,

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Chair of Continuing Status Committee

Encl.