**sample Letter to the Dean communicating the continuing status Committee's decision to award continuing status and recommend promotion**

Dear Dean [ ],

In accordance with Section VII of the *Policy and Procedures on Academic Appointments*, I am writing to convey the recommendation of the continuing status review committee that Professor [..] be awarded continuing status and be promoted to the rank of Associate Professor, Teaching Stream on the basis of [his/her] demonstrated excellence in teaching and evidence of continued future pedagogical/professional development. I enclose for your information Professor [ ] 's dossier, a full statement of reasons and a summary of the evidence.

Yours sincerely,

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Chair of the Continuing Status Committee

Encl.