**SAMPLE Letter from the Chair to the ASSISTANT PROFESSOR, TEACHING STREAM communicating the CONTINUING STATUS committee’s PROPOSED 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 proposed a recommendation 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 proposed negative recommendation. You have an opportunity to respond to the Committee either orally or in writing within 15 days of receipt of this letter. Thereafter, the Continuing Status Committee will meet to make its final decision.

I would appreciate your written acknowledgment of this letter.

Yours sincerely,

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Chair of the Continuing Status Committee

cc: Dean