**sample Letter to the Dean communicating the continuing status Committee's decision NOT to recommend continuing status**

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   
[ ] not be granted continuing status. I enclose for your information a full statement of the reasons for the decision, a summary of the evidence and the candidate's dossier including the documents required for the continuing status and promotion review under the UTSC *Guidelines on Continuing Status Review for Faculty in the Teaching Stream.*

Yours sincerely,

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Chair of the Continuing Status Committee

Encl.