

## Appendix I

### Sample Letter of Denial

Date

Campus Address

Home address (by certified mail return receipt requested)

Dear \_\_\_\_\_,

The University has completed the review of your nomination for promotion to Professor. As you are aware, the support for your tenure and promotion at the department and college levels has not been positive. The President has informed me that after a review of your record and the supporting documents he has decided that he must sustain the judgment of your department and the College and thus is not be able to support your case for the award of promotion to Professor.

As was explained by Associate Dean \_\_\_\_\_ in his discussion with your chair, the reviewers believed your scholarly record falls short of the College standards, particularly with your years of experience. Both your teaching and service were considered quite acceptable, but they were not deemed sufficient to overcome concerns about your scholarship, particularly based on your assignment of .50 FTE in research. This assessment affected your departmental colleagues vote (5-5-0) as well. Overall, for these reasons, your nomination for promotion is not compelling; thus your nomination for promotion has been denied.

If you have questions, you should feel free to discuss the promotion process with Associate Dean \_\_\_\_\_. If he cannot answer your questions, I would be happy to meet with you also.

Further, I advise you that if you believe your rights pursuant to University rules (or in the case of in-unit faculty members, the Collective Bargaining Agreement) have been violated or you wish to appeal this decision, you may elect to proceed through the appeals or grievance procedures available to faculty members. Please note the specific time limits required for filing a grievance under the provision of this rule. It is also important to emphasize that recourse to any of the formal procedures constitutes a waiver of any of the formal procedures otherwise available.

Sincerely,

Chair or Dean

**Note:** In the case of a denial of tenure there must be a letter of non-renewal written as described in Section 11. The reason would be the denial of tenure.

Attachment: Appropriate University Rule or Collective Bargaining Article

**Excerpt from Florida State University's Administrators' Information Manual  
Section 10: Tenure, Permanent Status and Promotion**

cc: Associate Dean  
Chair  
Personnel File