

Sample Letter of Non-Reappointment

DATE

Pursuant to Board of Trustees of the University of Arkansas Policy No. 405.1.IV.B, I am writing to provide you notice of my recommendation that your appointment as Assistant Professor in the Department of (name) of the (name of college) will not be renewed in the future. I am notifying you, therefore, that the (next academic year) academic year will be your terminal appointment at the University of Arkansas. (Sample statement of reason: In my professional academic judgment, I do not believe that your research productivity, as evidenced by your lack of any journal publications authored during your service at the University, justifies reappointment. In my assessment, your record does not indicate that you are making satisfactory progress towards meeting the standards and expectations of the department or the [College][School] for a successful tenure and promotion decision.)

(Sample statement of how decision was reached: Although I have made this recommendation based upon my independent review of your record, I note that (name of department chair), Chair of the Department of (name of department), recommended your non-reappointment to the (name of college/school) Promotion and Tenure Committee (College/School P&T Committee) in a memorandum dated (date of memo). (Name of department chair) shared his recommendation with you, and you then provided your response to the recommendation. In his recommendation, (department chair) (Sample statement of department chair reason: expressed his concern about your lack of research publications.)

As required, I am enclosing a copy of Board Policy No. 405.1.IV.B for your review. Based upon this policy, you may request, within ten working days of your receipt of this letter, an interview with [me][the Dean of X College/School]¹. I appreciate your past service to the University and wish you the best as you move forward in your career.

Sincerely,

(Name of dean/department chair)^{2, 3}
Dean

Attachment

cc: (Department Chair/Dean)

6/18/13

¹ Note that board policy provides for an interview with the dean if requested within 10 working days of the notice and then, if requested within 5 working days, with the Provost.

² Note that under the Board policy, the recommendation of nonreappointment may be issued by either the department chair or the dean.

³ Deans/Department Chairs may wish to work through the academic supervisory chain to consult with the Office of the General Counsel before issuing a notice of nonreappointment.