

**SAMPLE LETTER. PROGRESS TOWARD TENURE AND PROMOTION RECOMMENDATION FOR**  
**1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>TH</sup>, YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND**  
**DEPARTMENT CHAIRPERSON AGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name]'s performance meets these standards and that [he/she] is making satisfactory progress toward tenure and promotion at this time. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State University. [Note: *If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.*]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence recommendations, and [rank and last name] understands that satisfactory performance to date is not by itself a guarantee of continued satisfactory performance toward a positive tenure and promotion recommendation.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. PROGRESS TOWARD TENURE AND PROMOTION RECOMMENDATION LETTER FOR 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name]'s performance meets these standards and that [he/she] is making satisfactory progress toward tenure and promotion at this time. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State University. [Note: *If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.*]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence recommendations, and [rank and last name] understands that satisfactory performance to date is not by itself a guarantee of continued satisfactory performance toward a tenure and promotion recommendation.

The department chairperson does not support the recommendation of the committee. [Name of chairperson] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. RECOMMENDED LETTER FOR *UNSATISFACTORY PROGRESS TOWARD TENURE AND PROMOTION FOR 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE***

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in [rank and last name]'s performance occurs, we will not be able to recommend [him/her] for tenure and promotion. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [Note: *When applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.*]

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. RECOMMENDED LETTER FOR *UNSATISFACTORY PROGRESS* TOWARD TENURE AND PROMOTION FOR 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in [rank and last name]'s performance occurs, the committee will not be able to recommend [him/her] for tenure and promotion. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [ [Note: *When applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.*]

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. 1<sup>st</sup> or 2<sup>nd</sup> YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated at the close of Spring Semester 2016.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College Dean

[typist initials]  
Attachment  
pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. 1<sup>st</sup> or 2<sup>nd</sup> YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated at the close of Spring Semester 2016.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. 3<sup>RD</sup>, 4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>th</sup>, 7<sup>th</sup> YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE**

[date]

Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated from the University at the close of Spring Semester 2017.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. 3<sup>RD</sup>, 4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>TH</sup>, 7<sup>th</sup> YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated from the University at the close of Spring Semester 2017.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\* Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]  
Attachment

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. RECOMMENDATION FOR TENURE AND PROMOTION IN 5<sup>TH</sup> OR 6<sup>TH</sup> YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name] to be exhibiting excellent performance and have every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] [insert 5<sup>th</sup> or 6<sup>th</sup>] tenure-creditable year at Ball State University.

The [name of unit] Promotion and Tenure Committee, the department chairperson, and the dean have reviewed the performance of [rank and full name]. The department promotion and tenure committee recommend to the department chair and the dean that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2016.

\_\_\_\_\_  
Type name below signature      Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature      Date  
Department Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature      Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature      Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. RECOMMENDATION FOR TENURE AND PROMOTION IN 5<sup>TH</sup> OR 6<sup>TH</sup> YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Dr. Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name] to be exhibiting excellent performance and has every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] [insert 5<sup>th</sup> or 6<sup>th</sup>] tenure-creditable year at Ball State University.

The [name of unit] Promotion and Tenure Committee, the department chairperson, and the dean have reviewed the performance of [rank and full name]. The committee recommends to the department chair and the dean that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2016.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\*Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\* \_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College Dean

[typist initials]

pc: [Rank and last name of faculty member]

\*include this section only when applicable

**SAMPLE LETTER. RECOMMENDATION FOR GRANTING OF TENURE AND PROMOTION--7<sup>th</sup> YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE**

[date]

Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee, the department chairperson and the dean have reviewed the performance of [rank and full name]. We recommend that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2016.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

pc: [Rank and last name of faculty member]

**SAMPLE LETTER: RECOMMENDATION FOR GRANTING OF TENURE AND PROMOTION--7<sup>th</sup> YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE**

[date]

Terry S. King  
Provost and Executive Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of department or unit] Promotion and Tenure Committee, the department chairperson and the dean have reviewed the performance of [rank and full name]. The committee recommends that [rank and last name] be placed on tenure and promoted to associate professor, effective the start of Fall 2016.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

\_\_\_\_\_  
Type name below signature    Date  
Department P & T Chairperson

\_\_\_\_\_  
Type name below signature    Date  
Department Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College P&T Chairperson

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

\_\_\_\_\_  
Type name below signature    Date  
College Dean

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Dept. Committee Recommendation

[typist initials]

pc: [Rank and last name of faculty member]

DATE:

TO: (Dept./School Chair/Director Name)  
(Chair or Director)  
(Depart./School)

FROM: (Faculty Member Name)  
(Rank)

RE: Request AY 2015-2016 not count as a tenure creditable year

I am requesting that my credentials not be reviewed by my department promotion and tenure committee in October 2015 and that the academic year 2015-2016 not be counted as a tenure-creditable year. The next review of my materials will be October 2016 and will be for the [2014-2015 and 2015-2016] academic years. (INSERT EXPLANATION WHY NEEDED HERE)

Thank you for your consideration of my request.

Sincerely,

(Faculty Member Name & Signature)

\_\_\_\_\_  
Department P&T Comm. Chair                      \_\_\_\_\_                      Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair                                      \_\_\_\_\_                      Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean    \_\_\_\_\_                      Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Date

\_\_\_\_\_  
Provost & Executive Vice President  
for Academic Affairs                                      \_\_\_\_\_                      Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Date