**Templates for Tenure Only**

**Candidate Response Letters**

**Please use the following templates for your responses at each levels of reviews, and submit them according to the instructions provided by the Faculty Services Office.**

***Tenure***

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation on ***Tenure***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Provide additional documents regarding publications if needed.*

***Tenure***

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation on ***Tenure***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Provide additional documents regarding publications if needed.*

***Tenure***

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation on ***Tenure***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Provide additional documents regarding publications if needed.*

***Tenure***

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation on ***Tenure***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Provide additional documents regarding publications if needed.*