Sample draft letter for tenure and promotion binder

Date

Dear [faculty name]

I am pleased to inform you that your promotion to [associate professor with tenure or professor] effective August XX, 20XX was approved by the Board of Trustees at their meeting on [date of meeting].

Congratulations on this recognition of your effectiveness in the classroom, achievements in research and in your professional field, and contributions to the University’s program.

I wish you continued success in the years to come.

Sincerely,

[Name}

Chair or Dean, [Name of Department/College]

c: [Name of Dean if applicable], Dean, College of [Name of College]

 Academic Employment Services (HR)