**SAMPLE RESPONSE/REBUTTAL LETTER**

[DATE]

Professor [FIRST NAME] [LAST NAME]

[DEPARTMENT/SCHOOL]

[COLLEGE]

Dear Professor [LAST NAME]:

I / We have reviewed the response/rebuttal and have changed my / our recommendation to promotion to associate professor with the awarding of tenure / promotion to professor / tenure / reappointment to a successor 3-year probationary contract.

Add comments, if any.

Sincerely,

[Add Signature of Reviewer]

[Name]

[Title]

**OR**

Sincerely,

[Add Signature of Committee Chair]

[Department/School Peer Review Committee] or [College Peer Review Committee]

[Name, Chair] [Name] [Name]

[Name] [Name] [Name]

[Name] [Name] [Name]

cc:

* Copy previous or parallel levels of review. Department / school committees should copy department chairs/school directors; college committees should copy deans
* Copy Associate Vice President for Faculty Advancement and Student Success
* Copy the College RTP Representative in your Dean’s Office