**SAMPLE LATE-ADD LETTER**

[Date]

Professor (First Name) (Last Name)

(Department/School)

(College)

Dear Professor (Last Name):

After reviewing your late-add material submitted for performance review, I / We have decided that the following does not alter our earlier recommendation:

1. External Review Letter from \_\_\_\_\_\_\_\_\_\_\_
2. Grant or Prize Announcement/Notification for \_\_\_\_\_\_from \_\_\_\_\_
3. Fall \_\_\_ Teaching Evaluations
4. Published Book, “\_\_\_,” released \_\_\_\_\_
5. Acceptance of Article or Manuscript, “\_\_\_\_\_,” to the journal of \_\_\_\_
6. Accepted Article or Manuscript, “\_\_\_, to the journal of \_\_\_\_ is now in press

[Include reason ONLY if original recommendation was negative and remains negative.]

OR

After reviewing your late-add materials submitted for performance review, I / We have decided that the following does alter our earlier recommendation:

1. External Review Letter from \_\_\_\_\_\_\_\_\_\_\_
2. Grant or Prize Announcement/Notification for \_\_\_\_\_\_from \_\_\_\_\_
3. Fall \_\_\_ Teaching Evaluations
4. Published Book, “\_\_\_,” released \_\_\_\_\_
5. Acceptance of Article or Manuscript, “\_\_\_\_\_,” to the journal of \_\_\_\_
6. Accepted Article or Manuscript, “\_\_\_,” to the journal of \_\_\_\_ is now in press

My / Our new recommendation is to promotion to associate professor with the awarding of tenure / promotion to professor / tenure / reappointment to a successor 3-year probationary contract.

Sincerely,

[Name]

[Title]

CC Fields:

* Copy previous reviewing bodies.
* Copy Associate Vice President for Faculty Advancement and Student Success
* Copy the College RTP Representative in your Dean’s Office