

Sample Chair's Letter informing Candidate of Right to Respond

November 7, 2005

Dr. K.A. Enti
Department of Pediatrics
University of Utah School of Medicine

Dear Dr. Enti:

Enclosed is my recommendation to the dean that you be retained in the rank of assistant professor.

If you choose to submit a written statement for your formal review file responding to my recommendation and/or that of the department advisory committee, that statement should be delivered to my office within seven business days from the date on which you receive this letter. After this time, I will forward this letter, your statement (if offered), and your file to the dean.

"The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to her/his formal review file in response to the summary report of the Departmental Faculty Advisory Committee and/or the evaluation of the departmental chairperson. Written notice of this option shall be included with the copy of the chairperson's evaluation, which is sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the departmental chairperson within seven days, except in extenuating circumstances, of the date upon which the chairperson's evaluation is delivered to the candidate. If the candidate submits a written statement to the departmental chairperson within this time limit, the candidate's statement shall be added to the review file without comment by the chairperson."