

To: Candidate
From: Dean, Faculty
Date:
Re: Advancement to Candidacy Decision

I am writing to transmit the decision of the Adjudicating Committee on your advancement from the precandidacy to candidacy phase, effective July 1, 20xx. The positive decision on your advancement to Candidacy is based on your progress to date in the three areas of professional contribution and standing, teaching and service, and your probability of satisfying the standards for tenure and promotion.

Please review the Committee's report carefully, paying particular attention to the specific guidance offered to you for meeting the tenure and promotion standards within the next three years.

As you know, your unit must prepare a T&P file for consideration not later than your second year of Candidacy, which would be in 20xx-xx. You may request that a file be prepared for consideration in Candidacy 1, one year earlier in 20xx-xx. Please seek advice if you have questions on any aspect of this process from _____.

Congratulations on your successful advancement to Candidacy. Best wishes as you continue with your work.

c.c. H. Lewis, University Secretary