

Dear candidate,

Please find attached the (Departmental Review Committee's, Department Head's, College Review Committee's, Intercollegiate Review Committee's, Dean's, Provost's) review of your case. If you wish to submit a response statement to this review, please respond to this email by (enter two-week (ten working-days) response period end date) with your response as prompted by Interfolio. In the case of a denial of promotion, you may choose to appeal to the next level per the Faculty Handbook within ten working days of the date of receipt of this email. The appeal must make an explicit request for further review of the application and give reasons for that request. The appeal must be uploaded via response to this notification as prompted by Interfolio.

If you do not intend to respond to, or appeal, the review, we request that you complete the Do Not Intend to Respond – Candidate document located at tiny.utk.edu/GtFwm and upload it as your response. This will allow your case to receive proper attention in a timely fashion.

Best,

(Your Name)