

**Non-Reappointment, Denial of Tenure, and Denial of Promotion Review Request
(Section 604)**

To file a request for review under Section 604 of *The Code* of the University of North Carolina, this form must be completed and submitted electronically to the FHC (Faculty Hearing Committee) Coordinating Chair.

See Sections OP 9.5 of *Academic Affairs Standard Operating Procedures* for more information. Any person filing a request is entitled to help from a member of the FAC (Faculty Assistance Committee).

Requests must be submitted within thirty (30) calendar days after receiving the notice of non-reappointment or denial of tenure and/or promotion. (If the faculty member requests a meeting with the Provost and Executive Vice Chancellor to discuss the decision, the timeline is ten (10) calendar days after the date of that meeting, so long as the request for such a meeting is made within ten (10) calendar days of the receipt of the notice of non-reappointment, denial of tenure, or denial of promotion.)

Questions should be directed to the FHC Coordinating Chair.

FACULTY MEMBER FILING THE REQUEST:

Name: _____

Department _____ College _____

Campus Phone () _____ Cell Phone () _____

Email address: _____

RESPONDENT(S):

Name & Title _____

Name & Title _____

Name & Title _____

Date of receipt of the non-reappointment or denial notification: _____

Indicate the ground(s) for this request:

- The exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution.
- The faculty member's membership in a group protected from discrimination under state or federal law
- Material violation of applicable university policies for reappointment, promotion, and tenure that materially affected the decision
- State the reason for the grievance (i.e. non-reappointment, denial of tenure and/or promotion)
- Identify the impermissible ground or material procedural flaw (including identifying the state law, federal law, University policy or procedure that was violated) that is the basis of the request for review;
- Summarize the evidence that the faculty member is prepared to submit to support their request for review; and
- If applicable, a request for mediation.

STATEMENT REGARDING CLAIM: Describe, in brief, the nature of the claim and the types of evidence that will be provided in support of it (e.g. emails, text messages, Annual Evaluations, vote justification forms, witness testimony, etc.).

STATEMENT OF NON-RETALIATION: Faculty members have the right to use this procedure free from threats or acts of retaliation, coercion, restraint, discrimination, or reprisal. Faculty members may not be retaliated against for participating in a Non-Reappointment, Denial of Tenure, Denial of Promotion Review.

CERTIFICATION: I hereby certify that all information submitted on this Request is true and complete to the best of my knowledge and belief.

Signature _____

Date _____

For Internal Use Only:

Date/Time Received _____

Received by: _____