# Form I6/L6

FORM LETTER TO INSTRUCTOR/LECTURER ELIGIBLE TO BE CONSIDERED FOR PROMOTION

*(Type on departmental/unit letterhead)*

[date]

[Faculty Member] [Campus Address]

Dear [Faculty Member]:

You are hereby notified that you have the requisite years of experience to be eligible to be considered for promotion to the rank of [rank]. You must inform me as to whether or not you wish to be so considered by checking the appropriate box below, and signing, dating, and returning this letter to me no later than September 7, . If you choose not to be considered this year, it is your responsibility to notify your department chair no later than September 7 of the academic year in which you wish to be considered for promotion using Form I6a/L6a.\*

If you choose to be considered for promotion, you are responsible for providing information upon which evaluation will be based. Please refer to the Tennessee Technological University Policy 206 - Faculty Promotion, including the Promotion Procedures and Forms List, especially Form P3, for information concerning the materials which are required to be included in your promotion dossier and the processes which will be followed.

If you choose to be considered for promotion, any material you submit will be included unabridged in your completed dossier. Your dossier will be available to all of your departmental/unit peers for review and action and will be forwarded through administrative channels for action. All materials must be submitted to the departmental/unit chairperson no later than October 15, .

For your information, the State of Tennessee Public Records Act requires that most state records, including promotion files, be open for personal inspection by any citizen of Tennessee.

Sincerely,

[Departmental/Unit Chairperson] ABC:de

Received by hand this day

Signed

I do do not wish to be considered for promotion during this academic year\*.

\*In choosing not to be considered for promotion this year, I will assume responsibility in the future for notifying my departmental/unit chairperson of my desire to be considered for promotion prior to September 7 of the academic year in which I wish to be considered using Form I6a/L6a.

Signature Date

*Note: This letter will be prepared in triplicate and all three copies will be dated and signed in the first two spaces above before September 1. One copy will be retained by the department/unit at the time of delivery; the faculty member will review, sign, and date the second copy on the bottom line, and return it to the departmental/unit chairperson no later than September 7. The third copy will be retained by the faculty member.*