Form I6a/L6a

FORM LETTER FROM INSTRUCTOR/LECTURER WISHING TO BE CONSIDERED FOR PROMOTION

*(Type on departmental/unit letterhead)*

[date: on or prior to January 21]

[Faculty Member]

[Campus Address]

Dear [Chairman]:

I am hereby notifying you that I desire to be considered for promotion to [next higher rank] this academic year.

In order to provide you with as much information as possible, I will compile and release a promotion dossier by February 15th, which once submitted, can be made available to the departmental/unit promotion committee for reference. I have analyzed Policy 206 and the Promotion Procedures and Forms, including Form P3, to make sure I include the materials which are required in my promotion dossier as well as the process which will be followed. I will let you know if I have any questions concerning the process.

I understand 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,

[Faculty Member]

ABC:de

Received by hand this day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This letter will be prepared in duplicate and both copies will be dated and signed by the faculty member in the first space above and by the Chairman on the second space above on or before January 21. One copy will be reviewed, signed, and dated on the bottom line by the chairman. The other copy will also be signed by the chairman and retained by the faculty member desiring promotion consideration.