Form P11

FORM LETTER TO OFF-CAMPUS EVALUATOR OF CANDIDATE FOR PROMOTION

TO THE RANK OF FULL PROFESSOR

*(Type on departmental/unit letterhead*)

[date]

[Off-Campus Evaluator]

[Address]

Dear [Off-Campus Evaluator]:

[Faculty Member] is being considered for promotion to the rank of Professor of [discipline] at Tennessee Technological University. University policy requires that those being considered for promotion to this rank be evaluated by at least four off-campus evaluators. [Faculty Member] has suggested that you are knowledgeable about [his/her] professional capabilities and accomplishments; therefore, we request that you serve as one of [his/her] evaluators. Enclosed is a copy of [Faculty Member's] Agreement on Responsibilities and Form P14, which describes the various criteria to be considered for promotion.

Your letter will be enclosed without abridgment in [Faculty Member]'s promotion dossier and will be used in the formulation of a report on [Faculty Member] to be submitted to the department/unit by the departmental/unit promotion committee. Depending upon your familiarity, consider [his/her] performance in teaching, research/scholarship/creative activity, and service/outreach. Your letter, with your signature, may be sent via electronic mail.

Should you elect to respond, your letter should reach my office 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,

Chairperson of Departmental/Unit Promotion Committee

ABC:de

Enclosures: Agreement on Responsibilities, Form P14, Envelope

*This letter, with your signature, may be sent via electronic mail.*