Form P17

FORM LETTER TRANSMITTING THE REPORT OF THE DEPARTMENTAL/UNIT PROMOTION COMMITTEE AND THE VOTE OF THE DEPARTMENTAL/UNIT PEERS TO THE FACULTY MEMBER WHO IS BEING CONSIDERED FOR PROMOTION

*(Type on departmental/unit letterhead)*

[date]

[Faculty Member]

[Campus Address]

Dear [Faculty Member]:

Enclosed is a copy of the report prepared on your promotion dossier by the departmental/unit promotion committee. This report was compiled on the basis of all of the information contained in your dossier, and a copy of this report has been included in your promotion dossier. Also, enclosed is a copy of the summary and compilation of the meeting of your peers where the promotion vote was taken.

The faculty of your department/unit has voted and the tabulated results are as follows:

\_\_\_\_\_\_\_\_\_\_Promote

\_\_\_\_\_\_\_\_\_\_Do not promote

\_\_\_\_\_\_\_\_\_\_Not voting

\_\_\_\_\_\_\_\_\_\_Total number of peers

Sincerely,

Chairperson of Departmental/Unit Promotion Committee

ABC:de

Enclosure

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

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

*Note: This letter will be prepared in duplicate, both copies dated and signed by the faculty member in the spaces provided above. One copy becomes the property of the faculty member; the other copy is retained by the department/unit.*