Form P7

FORM LETTER TO PEER EVALUATOR REQUESTING INFORMATION

FOR A FACULTY MEMBER'S PROMOTION DOSSIER

*(Type on departmental/unit letterhead)*

[date]

[Faculty Evaluator]

[Address]

Dear [Faculty Evaluator]:

[Faculty Member] is being considered for promotion to the rank of [rank]. As one of [Faculty Member]'s peers, you are requested to assist in evaluating the quality and significance of [his/her] performance in teaching, research/scholarship/creative activity, and service/outreach. If you choose to put your evaluation in writing, please put it in the form of a letter to me. A copy of [Faculty Member's] Agreement on Responsibilities and Form P14, which describes the various criteria to be considered for promotion, are available in the departmental/unit office. Should you elect to respond, your letter will be included without abridgment in [Faculty Member]'s promotion dossier and will be used in the formulation of a summary report on [Faculty Member] to be submitted to the departmental/unit peers by the departmental/unit promotion committee. Your letter, with your signature, may be sent via electronic mail. Your letter should reach my office no later than October 15, \_\_\_\_.

After [Faculty Member's] promotion dossier has been compiled, including the summary report of its contents, you will be requested to participate in a meeting of the departmental/unit peers at which [Faculty Member's] qualifications will be discussed and a secret ballot taken as to whether or not to recommend promotion.

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

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

*If the candidate is being considered for both promotion and tenure and wishes to have an evaluator asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms P7 and T7 so that the evaluator need write one letter only.*