Form P8

FORM LETTER TO THE CHAIRPERSON OF THE DEPARTMENT/UNIT

*(Type on departmental/unit letterhead)*

[date]

[Departmental/Unit Chairperson]

[Campus Address]

Dear [Departmental/Unit Chairperson]:

[Faculty Member] is being considered for promotion to the rank of [rank]. As chairperson of [Faculty Member's] academic department/unit, you may be aware of information about [him/her] which is relevant to the decision the departmental/unit peers will be making about [his/her] promotion. You are requested in consultation with Dean [name] to supply the departmental/unit promotion committee any information which may be relevant and which perhaps would not become known to the committee from other sources. The committee is seeking relevant information about [Faculty Member's] teaching, research/scholarship/creative activity, and service/outreach. All relevant data should be submitted at this point and may not be submitted later in the promotion process. At this point only information is requested, as you will have an opportunity to evaluate the candidate at a later stage of the promotion process. Your letter, with your signature, may be sent via electronic mail.

Whatever materials you wish to submit, or a statement to the effect that you will not be submitting any materials, 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

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

*If the candidate is being considered for both promotion and tenure, the chairs of the two committees may combine Forms P8 and T8 so that the chairperson need write one letter only.*