Form T11

FORM LETTER TO FORMER STUDENT

*(Print on departmental/unit letterhead)*

[date]

[Former Student]

[Address]

Dear [Former Student]:

[Faculty member] is being considered for tenure. As one of [Faculty Member's] former students, you are invited to write a letter to assist in evaluating [his/her] performance as a teacher. Your letter will be enclosed without abridgement in [Faculty Member's] tenure dossier. 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 tenure files, be open for personal inspection by any citizen of Tennessee.

Sincerely,

Chairperson of Departmental/Unit Tenure Committee

ABC:de

*This letter may be sent via electronic mail.*

*If the candidate is being considered for both tenure and promotion and wishes to have a former student asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms T11 and P12 so that the evaluator need write one letter only.*

*\*Make the appropriate changes in the form depending on whether the recipient is on or off campus.*