Form T12

FORM LETTER TO ADVISEE

*(Print on departmental/unit letterhead)*

[date]

[Advisee]

[Address]

Dear [Advisee]:

[Faculty Member] is being considered for tenure. As one of [Faculty Member]'s advisees, you are invited to assist in evaluating [his/her] performance by giving your opinion of [him/her] as an academic advisor. 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 an advisee asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms T12 and P13 so that the evaluator need write one letter only.*