Form T13

FORM LETTER TO DEPARTMENTAL/UNIT PEER EVALUATOR

SCHEDULING A VOTE

*(Print on departmental/unit letterhead)*

[date]

[Tenured Peer Evaluator]

[Campus Address]

Dear [Tenured Peer Evaluator]:

The department/unit must decide whether to recommend [Faculty Member] for a tenure appointment. In keeping with University policy that recommendation for tenure devolves from the professional judgment of tenured peers, I request that you, as [Faculty Member]'s peer, participate in the decision-making process.

[Faculty Member]'s tenure dossier containing the report of the Departmental/Unit Tenure Committee is available in [name of place] for your consideration. Please refer to the report on the dossier prepared by the Committee and to the dossier itself and come to the meeting on [date, time, location] prepared to discuss the merits of the candidate and vote by secret ballot for one of the following options:

(a) Grant a tenure appointment

(b) Decline to renew the contract.

If, for a compelling professional or personal reason, you cannot attend the meeting, you may submit an absentee vote to the chairperson of the departmental/unit tenure committee by [date]. This privilege should not be lightly invoked, and shall not be extended to peers who are able to be physically present, inasmuch as participation in the discussion of the merits of the candidate and the recommendation of the tenure committee is a significant element in the decision-making process. Should you not be able to attend the meeting due to compelling professional or personal reasons and feel your absence destroys your ability to render a professional judgment, you may so inform me in writing by [date], in which case you shall not vote and will not be counted in determining the plenum on which a majority is to be determined.

Sincerely,

Chairperson of Departmental/Unit Tenure Committee

ABC:de

*This letter may be sent by electronic mail.*