Form T15

FORM LETTER TRANSMITTING THE TENURE COMMITTEE REPORT

AND THE PEER VOTE RESULTS TO THE TENURE CANDIDATE

*(Type on departmental/unit letterhead)*

[date]

[Faculty Member]

[Campus Address]

Dear [Faculty Member]:

Enclosed is a copy of the report prepared on your tenure dossier by the departmental/unit tenure committee. This report was compiled on the basis of all of the information contained in your dossier, and a copy of this report has been included in your tenure dossier. Also, enclosed is a copy of the summary and compilation of the meeting of your peers where the tenure vote was taken.

Your tenured departmental/unit peers have voted and the tabulation of the vote is as follows:

|  |  |  |
| --- | --- | --- |
| Grant a tenure appointment | Decline to renew the contract | Not voting |
|  |  |  |

Results of Peer Evaluation by Area of Emphasis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Outstanding | High | Good | Acceptable | Unacceptable |
| Teaching |  |  |  |  |  |
| Advisement |  |  |  |  |  |
| Research/ Scholarship/ Creative Activity |  |  |  |  |  |
| Service/ Outreach |  |  |  |  |  |

Sincerely,

Chairperson of Departmental/Unit Tenure Committee

Enclosure

Received by hand this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: This letter will be prepared in duplicate, both copies dated and signed by the faculty member in the spaces provided above. One copy becomes the property of the faculty member; the other copy is retained by the department/unit.*