Form T6

FORM LETTER TO FACULTY MEMBER TO BE CONSIDERED FOR TENURE

*(Print on departmental/unit letterhead)*

[date]

[Faculty Member]

[Campus Address]

Dear [Faculty Member]:

You are hereby notified that a review of departmental/unit personnel files to identify faculty members who are to be considered for tenure indicates that you have the requisite number of years in service.

Your tenured departmental/unit peers will soon decide whether to recommend you for a tenure appointment. In order to provide us with as much information as possible, will you please compile and release your tenure dossier, which subsequently will be available to the tenured departmental/unit faculty members for reference. Please refer to Policy 205 Faculty Tenure, and the Tenure Procedures and Forms document, for information concerning the materials which are required to be included in your tenure dossier and the process which will be followed.

Any material you submit will be included unabridged in your completed dossier. Your dossier will be available to all of your departmental/unit peers for review and action and will be forwarded through administrative channels for action. All materials must be submitted to the departmental/unit tenure committee by 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,

Departmental/Unit Chairperson

ABC:de

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

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

Note: This letter will be prepared in duplicate and both copies will be dated and signed in the first two spaces above before September 1. One copy will be reviewed, signed, dated on the bottom line, and returned to the departmental/unit chairperson. The other copy will be retained by the faculty member.