Form T9

FORM LETTER TO THE ADMINISTRATOR TO WHOM THE FACULTY MEMBER IMMEDIATELY REPORTS

*[Print on departmental/unit letterhead]*

[date]

[Administrator]

[Address]

Dear [Administrator]:

[Faculty member] is being considered for tenure. As the administrator to whom [Faculty Member] immediately reports, you are requested to assist in evaluating the quality and significance of [his/her] performance in teaching, research/scholarship/creative activity, and service/outreach. A copy of [Faculty Member's] Agreements on Responsibilities documents are available in the departmental/unit office. The Areas and Criteria to be Considered when Evaluating a Peer for a Tenure Recommendation may be found in Policy 205, Faculty Tenure, Section VII. located on the Tech website. Should you elect to respond, any material you submit will be included without abridgement in [Faculty Member]'s tenure dossier and will be used in the formulation of a report on [his/her] to be submitted to the departmental/unit peers by the departmental/unit tenure committee. Whatever materials you wish to submit 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, the chairs of the two committees may combine Forms T9 and P9 so that the administrator need write one letter only.*