Form P7

FORM LETTER TO FORMER STUDENT 2023

*(Type on departmental/school letterhead)*

[Date]

[Former Student]

[Address]

Dear [Former Student]:

[Faculty Member] is being considered for promotion. As one of [Faculty Member]'s former students, you are invited to assist in evaluating [his/her] performance as a teacher.

Should you elect to respond, your letter should reach my office no later than October 15, \_\_\_\_ and will be included in the faculty member’s dossier. Your letter, with your signature, may be sent via email to [Committee Chair email].

For your information, the State of Tennessee Public Records Act requires that most state records, potentially including promotion files, be open for personal inspection by any citizen of Tennessee.

Sincerely,

Promotion Committee Chairperson