Form T8

FORM LETTER TO THE CHAIRPERSON OF THE DEPARTMENT/UNIT

*(Print on departmental/unit letterhead)*

[date]

[Departmental/Unit Chairperson]

[Campus Address]

Dear [Departmental/Unit Chairperson]:

[Faculty Member] is being considered for tenure. As chairperson of [Faculty Member's] academic department/unit, you may be aware of information about [him/her] which is relevant to the decision the departmental/unit peers will be making about [his/her] tenure. You are requested in consultation with Dean [name] to supply the departmental/unit tenure committee any information which may be relevant and which perhaps would not become known to the committee from other sources. The committee is seeking relevant information about [Faculty Member's] teaching, research/scholarship/creative activity, and service/outreach. All relevant data should be submitted at this point and may not be submitted later in the tenure process. At this point, only information is requested, as you will have an opportunity to evaluate the candidate at a later stage of the tenure process.

Whatever materials you wish to submit or a statement to the effect that you will not be submitting any materials 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 T8 and P8 so that the chairperson need write one letter only.*