

FORM LETTER TO FORMER STUDENT
(Type on departmental/unit letterhead)

[date]

[Former Student]
[Address]

Dear [Former Student]:

[Faculty Member] is being considered for promotion to the rank of [rank]. 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 will be enclosed without abridgement in [Faculty Member's] promotion dossier. [Enclosed are a/A] copy of [Faculty Member's] Agreement on Responsibilities and Form P14, which describes the various criteria to be considered for promotion [./, are available in the departmental office.]* Your letter, with your signature, may be sent via electronic mail. Should you elect to respond, your letter 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 promotion files, be open for personal inspection by any citizen of Tennessee.

Sincerely,

Chairperson of Departmental/Unit Promotion Committee

ABC:de

Enclosures: Agreement on Responsibilities & Form P14

This letter, with your signature, may be sent via electronic mail.

If the candidate is being considered for both promotion and tenure and wishes to have a former student asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms P12 and T11 so that the evaluator need write one letter only.

**Make the appropriate changes in the form depending on whether the recipient is on or off campus.*