

FORM LETTER TO ADVISEE  
(Type on departmental/unit letterhead)

[date]

[Advisee]

[Address]

Dear [Advisee]:

[Faculty Member] is being considered for promotion to the rank of [rank]. As one of [Faculty Member]'s advisees, you are invited to assist in evaluating [his/her] performance by giving your opinion of [him/her] as an academic advisor. 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/unit office. Should you elect to respond, your letter will be included without abridgment in [Faculty Member]'s promotion dossier. Your letter, with your signature, may be sent via electronic mail. The material 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

*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 an advisee asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms P13 and T12 so that the evaluator need write one letter only.*