

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

[Type on departmental/unit letterhead]

[date]

[Administrator]

[Address]

Dear [Administrator]:

[Faculty Member] is being considered for promotion to the rank of [rank]. 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] 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 abridgement in [Faculty Member]'s promotion dossier and will be used in the formulation of a report on [him/her] to be submitted to the departmental/unit peers by the departmental/unit promotion committee. Your letter, with your signature, may be sent via electronic mail. 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 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, the chairs of the two committees may combine Forms P9 and T9 so that the administrator need write one letter only.