Form I17/L17

FORM LETTER TRANSMITTING THE VOTE OF THE DEPARTMENTAL/UNIT PEERS TO A INSTRUCTOR/LECTURER WHO IS BEING CONSIDERED FOR PROMOTION

*(Type on departmental/unit letterhead)*

[date]

[Faculty Member]

[Campus Address]

Dear [Faculty Member]:

Enclosed with this letter is 1) a memo that will be sent to the Dean with the promotion recommendation and 2) the compilation of comments obtained at the meeting of your peers where the promotion vote was taken.

The faculty of your department/unit has voted and the tabulated results are as follows:

\_\_\_\_\_\_\_\_\_\_Promote

\_\_\_\_\_\_\_\_\_\_Do not promote

\_\_\_\_\_\_\_\_\_\_Not voting

 \_\_\_\_\_\_\_\_\_\_Total number of peers

Sincerely,

Chairperson of Departmental/Unit

ABC:de

Enclosure

Received by hand this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: This letter will be prepared in duplicate, both copies dated and signed by the faculty member in the space provided above. One copy becomes the property of the faculty member; the other copy is retained by the department/unit. The memo from the chair/director should contain information supporting their recommendation.*