Form P10

FORM LETTER TO A NON-PEER EVALUATOR REQUESTING INFORMATION

FOR A FACULTY MEMBER'S PROMOTION DOSSIER

*(Type on departmental/unit letterhead)*

[date]

[Non-Peer Evaluator]

[Address]

Dear [Non-Peer Evaluator]:

[Faculty Member] is being considered for promotion to the rank of [rank]. [Faculty Member] has requested that you be asked to assist in evaluating [his/her] performance. Your letter will be enclosed without abridgement in [Faculty Member's] promotion dossier and will be used in the formulation of a report on [Faculty Member] to be submitted to the department/unit by the departmental/unit promotion committee. Enclosed is 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.]\* 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 *(if applicable)*

*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 non-peer evaluator asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms P10 and T10 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.*