Form P6a

FORM LETTER FROM FACULTY MEMBER WISHING TO BE CONSIDERED FOR PROMOTION

*(Type on departmental/unit letterhead)*

[date: on or prior to September 7th]

[Faculty Member]

[Campus Address]

Dear [Chairman]:

I am hereby notifying you that I desire to be considered for promotion to [next higher rank] this academic year.

In order to provide you with as much information as possible, I will compile and release a promotion dossier which once submitted, can be made available to the departmental/unit faculty members for reference. I have analyzed the Policy on Academic Promotion, Tennessee Technological University, and the Promotion Procedures and Forms Packet, including Form P3-16, to make sure I include the materials which are required in my promotion dossier as well as the process which will be followed. I also agree to provide names, contact information, etc., for potential external evaluators in accordance with promotion policy for promotion to [next higher rank] in time for those individuals to provide hard-copy signed letters on my behalf prior to October 15, \_\_\_. I will let you know if I have any questions concerning the process.

I understand that all materials must be submitted to the departmental/unit promotion committee by October 15, \_\_\_\_.

I understand 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,

[Faculty Member]

ABC:de

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

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

Note: This letter will be prepared in duplicate and both copies will be dated and signed by the chairman in the first two spaces above on or before September 7. One copy will be reviewed, signed, and dated on the bottom line by the chairman. The other copy will also be signed by the chairman and retained by the faculty member desiring promotion consideration.