Form T7

FORM LETTER TO PEER EVALUATOR REQUESTING INFORMATION

FOR A FACULTY MEMBER'S TENURE DOSSIER

*(Print on departmental/unit letterhead)*

[date]

[Peer Evaluator]

[Address]

Dear [Peer Evaluator]:

[Faculty Member] is being considered for tenure. As one of [Faculty Member]'s peers, you are requested to assist in evaluating the quality and significance of [his/her] performance in teaching, research/scholarship/creative activity, and service/outreach. If you choose to put your evaluation in writing, please put it in the form of a letter to me. A copy of [Faculty Member's] Agreements on Responsibilities are available in the departmental/unit office. The Areas and Criteria to be Considered When Evaluating a Peer for a Tenure Recommendation may be found in Policy 205, Faculty Tenure, Section VII. located on the Tech website. Should you elect to respond, your letter will be included without abridgment in [Faculty Member]'s tenure 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 tenure committee. Your letter should reach my office no later than October 15, \_\_\_\_.

After [Faculty Member's] tenure dossier has been compiled, including the summary report of its contents, you will be requested to participate in a meeting of the tenured members of the departmental/unit faculty at which [Faculty Member's] qualifications will be discussed and a secret ballot taken as to the following options:

(a) Grant a tenure appointment

(b) Decline to renew the contract.

For your information, the State of Tennessee Public Records Act requires that most state records, including tenure files, be open for personal inspection by any citizen of Tennessee.

Sincerely,

Chairperson of Departmental/Unit Tenure Committee

ABC:de

*This letter may be sent via electronic mail*

*If the candidate is being considered for both tenure and promotion, and wishes to have an evaluator asked to write a letter of recommendation for both purposes, the chairs of the two committees may combine Forms T7 and P7 so that the evaluator need write one letter only.*