Form P6

FORM LETTER TO A NON-PEER EVALUATOR REQUESTING INFORMATION

FOR A FACULTY MEMBER'S PROMOTION DOSSIER 2023

*(Type on departmental/school letterhead)*

[Date]

[Non-Peer Evaluator]

[Address]

Dear [Non-Peer Evaluator]:

[Faculty Member] is being considered for promotion. [Faculty Member] has requested that you be asked to provide a letter with relevant information to assist in the evaluation process. Enclosed is a copy of the faculty member’s CV for your review. Based upon your professional assessment, consider [his/her] performance in teaching, research/scholarship/creative activity, and service/outreach.

Should you elect to respond, your letter should reach my office no later than October 15, \_\_\_\_ and will be included in the faculty member’s dossier. Your letter, with your signature, may be sent via email to [Committee Chair email].

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

Sincerely,

Promotion Committee Chairperson