Form P6a

FORM LETTER TO OFF-CAMPUS EVALUATOR OF CANDIDATE FOR PROMOTION

TO THE RANK OF FULL PROFESSOR 2023

*(Type on departmental/school letterhead*)

[Date]

[Off-Campus Evaluator]

[Address]

Dear [Off-Campus Evaluator]:

[Faculty Member] is being considered for promotion to the rank of Professor of [discipline] at Tennessee Technological University. University policy requires that those being considered for promotion to this rank be evaluated by at least four off-campus evaluators. [Faculty Member] has suggested that you are knowledgeable about [his/her] professional capabilities and accomplishments; therefore, we request that you serve as one of [his/her] evaluators. 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