Form T10

FORM LETTER TO A NON-PEER EVALUATOR REQUESTING INFORMATION

FOR A FACULTY MEMBER'S TENURE DOSSIER

*(Print on departmental/unit letterhead)*

[date]

[Non-Peer Evaluator]

[Address]

Dear [Non-Peer Evaluator]:

[Faculty Member] is being considered for tenure. [Faculty Member] has requested that you be asked to provide a letter with relevant information. 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, \_\_\_\_.

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