UT Faculty:

Consideration of Promotion to what rank:

Consideration of the Award of Tenure (yes or no):

Correct number of acceptable internal plus external letters (yes or no):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Must be Yes** | **Must have rank from letter or website of institution** | **Must if for award of tenure** |  | **Must be Yes** | **Must be Yes, not listed, or NA** |  | **Must Be Yes** | **←Criteria to Accept** |
| **ID** | **Reviewer Address Information: including title/rank, institution, email address** | **Solicitation template from Dr. Hofmann used? (yes or no)** | **What is Reviewer Academic Rank Listed in Letter or on Website?****(Prof, Assoc Prof, or Assist Prof; if website used then provide screenshot to prove)** | **Writer Tenure Status Specified?1** **(yes, no, or NA). If no, then get by email and provide.** | **Reviewer External or Internal?2** | **On Letter Head?****(yes, no). If no, try to get.** | **Letter lists correct rank for promotion of UT Faculty?3****(yes, no, not listed, or NA)** | **Letter includes support of tenure statement?1****(yes, no, or NA)** | **Letter Signed?****(yes, or no) If no, try to get.** | **Letter Acceptable?** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

1Put “NA”, for Not Applicable, if UT faculty is not going up for award of tenure

2Internal: UTHSC or UTHSC affiliates like St Jude or VA **VERSUS** External: not employed or affiliated with UTHSC

3Put not listed if rank not listed in letter; Put NA, for not applicable, if UT faculty is only going up for tenure without promotion.