MUST BE on DEPARTMENT LETTERHEAD

To: Department Chair name

Chair, Department of <insert>

From: Chair of Committee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion and Tenure Committee Chair Signature of Dept P&T Chair (required)

Department of <insert>

Date: <insert>

**RE:** The Department Promotion and Tenure Committee for the Department of <Insert> considered the following action for <insert name of candidate>: Consideration for the <promotion to x rank and/or award of tenure>

**Promotion:**

Yes\_\_\_\_\_ No\_\_\_\_\_ Abstain \_\_\_\_\_ Recuse \_\_\_\_\_\_ Ineligible \_\_\_\_\_\_ Absent (not in room) \_\_\_\_\_

**Tenure**:

Yes\_\_\_\_\_ No\_\_\_\_\_ Abstain \_\_\_\_\_ Recuse \_\_\_\_\_\_ Ineligible \_\_\_\_\_\_ Absent (not in room) \_\_\_\_\_

Please identify faculty voting anything other than yes, no, or abstain and provide short reason in table (examples: abstain is undecided; recuse reasons: conflict of interest; wrote a letter of recommendation; submitted a Peer Review of Teaching; PI on grant; ineligible could be tenure status or is a lower rank of candidate). Mark Absent if committee member is not in attendance for the entire meeting or stepped out to take a call.

1. <Insert the following required statements>: The Department Promotion and Tenure Committee Chair is a <voting member/did vote on this consideration>. All votes were cast anonymously. Further, all voting committee members were offered the opportunity to provide specific information on the candidate’s strength and weaknesses.
2. Comments/Narrative Supporting Promotion and/or Tenure Include:
3. Comments/Narrative Not Supporting Promotion and/or Tenure Include:
4. **If this is EARLY promotion and/or EARLY tenure** - Provide compelling evidence for early consideration (with evidence) of exceptional performance. Candidates do not receive credit for prior work at another institution.

Statements must reflect findings resulting from a thoughtful and independent review of materials.

Per UTHSC Faculty Handbook, Appendix N-Section b, **ALL** eligible faculty in the department are allowed to weigh in/vote. The vote must reach a **quorum** (51% - majority of the entire membership must be present) in order to be valid. Votes in absentia are not acceptable.

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| **Faculty Name** | **Rank** | **Tenured** **or** **Nontenure** | **PROMOTION****Voting Category on Present Action** Select One: **Voted, Absent,** **Ineligible** (note reason such as insufficient rank) **Recused** (note reason wrote letter of ref, Peer Review, grant collaboration) | **TENURE****Voting Category on Present Action** Select One: **Voted, Absent,** **Ineligible** (note reason such as Non-Tenure) **Recused** (note reason wrote letter of ref, Peer Review, grant collaboration) |
|  | Chair of P&T and <rank> |  |  |  |
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