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.4** | **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.

4If provided electronically and the evaluator cannot sign due to technical limits, then an email from the evaluator stating as such can used in lieu of signature.

All letters, positive or negative, must be forwarded to the COM.