For Candidates Covered by the Policy and Procedures on Academic Appointments

Letter of invitation to serve on Tenure Committee

I am writing to invite you to serve as a member of the Committee to review Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for tenure. I enclose a copy of the Policy and Procedures on Academic Appointments which will govern the tenure review, and I would draw your attention in particular to Part III of the document entitled “Criteria for Granting Tenured Appointments.” The Policy and Procedures on Academic Appointments requires that each member of the Tenure Committee must make their decision “on the basis of the evidence available to the Committee at the time of their recommendation and should be reasonable in light of the standards that were generally applied in the division/department in recent years.” If, for whatever reason, you are unable to make such a judgment, this would make you ineligible to serve.

The Committee will convene early in the winter term. I enclose a list of other proposed members of the Committee for your information. Should you accept my invitation to serve, I would appreciate your written acknowledgment within two weeks. If you have any questions, please do not hesitate to call.

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 Chair

Encl.