

***Positive* Tenure Recommendation Form Letter**  
~ To be used by committee chair, department head and dean ~

Date

Address  
Address  
Address

Dear \_\_\_\_\_ (name of faculty):

I am pleased to advise you that a recommendation for tenure has been forwarded to the \_\_\_\_\_ (give title of next level of administrator to whom the recommendation was submitted) by \_\_\_\_\_ (name the appropriate University committee or "me").

You should recognize that this recommendation is subject to review by the \_\_\_\_\_ (give title of next level administrator and any other higher level administrators who would review your recommendation) and final action by the Chancellor, President, and the UT Board of Trustees. Assuming this recommendation is ultimately approved by these, your contract for \_\_\_\_\_ (academic year date) will be a tenure contract.

You will continue to be advised of the status of your tenure review after recommendations are made at each higher administrative level involved in the tenure process.

Please accept my best wishes.

Sincerely,

Name  
Title

cc: Department Head  
Dean  
Provost  
Chancellor