

SECTION 10B: COLLABORATOR LETTERS (OPTIONAL) – TENURE TRACK AND CONTINUING STATUS TRACK

Letters from Collaborators (encouraged, but **not required** and **placed in Section 10B**)

Solicited letters must be signed and printed on letterhead from the collaborator. Sample letters are in Appendix E for the designated track for review.

- [Continuing Status & Promotion or Promotion & Tenure – Appendix E Letter Template](#)

Unsolicited letters or letters solicited by anyone other than the Department Head, Director, or Committee Chair cannot be included. (I.e., letters solicited by the candidate cannot be included.)

Solicitation and Receipt of Letters in Review, Promotion and Tenure (RPT)

Letters are solicited using the Review, Promotion and Tenure (RPT) system and uploaded into the system by the reviewer. The letters will be received into the *External Evaluations* area of the case. Once received, please organize these letters by moving them into Section 10B of the dossier.