

**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.