

Dear committee members,

Please find attached the Department Head's review of the candidate. If anyone on the committee wishes to submit a dissenting statement to this review, please let me know by (one week from today) and send your statement to me directly by emailing me outside of Interfolio at (your email address) by no later than (enter two-week response period end date – two weeks from today). I will upload the statement(s) to Interfolio on behalf of the committee to alleviate any potential concerns regarding anonymity.

If you do not intend to submit a statement, we request that you communicate this with your committee chair, so that they can upload a completed Do Not Intend to Respond – DRC form in response to this email. The Do Not Intend to Respond – DRC form is located at tiny.utk.edu/GtFwm. This will allow the case to move along the review process much quicker.

Best,

(Your Name)