

Sample Letters to Referees for Tenure and Promotion Applications

T&P – SAMPLE LETTER 5

To Colleagues re: Teaching – follow up letter to those agreeing to provide assessment

Dear _____:

Thank you very much for agreeing to provide our Tenure and Promotion File Preparation Committee with a confidential letter of reference assessing the teaching of Professor XX, who is a candidate for tenure and promotion to the rank of Associate Professor. I enclose a copy of Professor X's curriculum vitae (*optional: , a teaching dossier prepared by the candidate*), course outlines, assignments and handouts and relevant course materials.

In your assessment we will ask you to comment on the candidate's teaching accomplishments. It would also be helpful if you could assess those accomplishments in terms of the demonstration of *excellence, high competence, competence, or competence not demonstrated* – the terminology of the University's tenure and promotion criteria. I enclose an excerpt from the University's *Tenure and Promotions Policy, Criteria and Procedures* and our own discipline's tenure and promotion standards.

We are also asking you to visit the following class (*or classes*) taught by Professor X: (*day, time, location, title*) on (*date*). Professor X has been informed that you will be observing his (*or her*) class that day. In addition to your description and assessment of the class you observe, we ask that you comment on the course syllabus, course materials, assignments, etc.

In order to ensure the confidentiality of your reference, we would ask that you write in such a way that your name, address and any contextual information be conveyed in a header section or brief cover letter separate from your assessment. As indicated in previous correspondence, the candidate will be provided with a list of the names of referees consulted and may read all letters of assessment (stripped of personal identifiers).

To ensure the timely progress of this file, we ask that your letter be sent to us no later than _____. We are most grateful to you for your assistance in this collegial undertaking.

Yours sincerely,

Chair

File Preparation Committee