

***Sample Letters to Referees for Tenure and Promotion Applications*****T&P SAMPLE LETTER 7 - NEW****To students who previously received thesis or teaching supervision**

We are writing you to see if you would help us by providing your views about the supervision of Professor XX, in the Department of \_\_\_\_\_ (or *Faculty, as appropriate*).

In order to gather a complete picture of a candidate's teaching, we do several things: we ask colleagues to sit in on classes and write an evaluation of the candidate's teaching; we review students' quantitative course evaluations; we ask teaching assistants to write assessments; and we invite students (randomly selected) to write letters evaluating the candidate's teaching. In addition, we invite students who have received direct supervision from a professor either in their undergraduate or their graduate research to write to us about their supervision experience. That is how we came to write to you. All of the letters are written in confidence, as I will explain below. These assessments, taken together, enable the "adjudicating committee" in the department to form its own evaluation of the candidate's teaching.

We hope that you are willing to write a letter assessing the teaching of Professor \_\_\_\_\_ from your own point of view. In your letter, please indicate the nature of supervision with him/her (i.e., undergraduate thesis, graduate thesis or doctoral dissertation). Then it would be helpful if you could comment on the effectiveness of his/her supervision, whether and how your professional development was encouraged, the extent to which the supervision experience further stimulated your interest in the discipline, and whether the supervised research prepared you for more advanced work in your discipline. These are just suggestions. Please feel free to include any other pertinent aspects of your supervision experience. Your letter, whether long or brief, will be most appreciated and will help us document Professor \_\_\_\_\_'s teaching as fully as possible.

All the letters we gather for Professor \_\_\_\_\_'s promotion file must be signed, but they will be treated as confidential. Since candidates are entitled to read copies of the letters with names and addresses and any other identifying information removed, we ask that your name, address and any contextual information be conveyed in a header section or in a brief cover letter separate from your assessment. Candidates will be provided with a list of names of referees.

Please send us your letter by no later than \_\_\_\_\_ to allow us to meet our deadlines.

On behalf of the file preparation committee, I would like to thank you for taking time to write to us. Your comments, along with those of other students, will form an important element of our assessment of Professor \_\_\_\_\_'s teaching.

Yours sincerely,

Chair

File Preparation Committee