



UNIVERSITY OF
TORONTO
SCARBOROUGH

Sample Letter to the Candidate for Promotion to Professor, Teaching Stream

[Date]

Professor []
Department of []

Dear [],

I am writing to confirm that the Promotions Committee will be giving you detailed consideration for promotion to Professor, Teaching Stream. I enclose a copy of the University of Toronto *Policy and Procedures Governing Promotions* and a copy of the *UTSC Guidelines for the Assessment of Effectiveness of Teaching* so that you will understand the criteria for assessment, the materials that will be considered, and the general process that will to be followed over the next few months.

I encourage you to use the *Guidelines* as a reference guide throughout preparation of your promotions materials.

I would appreciate receiving from you the following documentation:

1. An up-to-date copy of your C.V. in a standard format (the Arts & Science approved format is attached). The *UTSC Guidelines* document includes an extensive description of the materials that should be included on your CV (see p. 20).
2. A teaching portfolio as outlined in the *UTSC Guidelines for the Assessment of Effectiveness of Teaching*.
3. A list of the names of individuals who are not UofT faculty whom you would nominate as external reviewers to assess your achievements. These scholars should not be former supervisors, co-authors or former students. At least one of the reviewers you nominate will be included among the external reviewers chosen. External Reviewers will be asked to provide an independent evaluation of your Teaching Dossier.

I would appreciate receiving these from you by [date]. If you have any questions please do not hesitate to contact me.

Yours sincerely,

Professor and Chair
Department of []

encls: [U of T Policy and Procedures Governing Promotions](#)
[UTSC Guidelines for the Assessment of Effectiveness of Teaching](#)
[FAS Format for CV](#)

[In cases where the candidate holds a budgetary cross-appointment, the Chair of the secondary unit must be copied on this letter.]