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**Sample Letter to External Reviewers to request a review**

**Promotion to Professor, Teaching Stream**

[Date]

[Name]  
[Address]

Dear [Name]:

Professor [Name] is being considered for promotion to Professor, Teaching Stream in the Department of [Name] at the University of Toronto Scarborough. At the University of Toronto, “Faculty members in the Teaching Stream are engaged in a career that combines high levels of expertise in their field with a focus on excellence in teaching.” As part of the assessment, we are required to obtain written evaluations by qualified referees from outside the University who are at arms-length from the candidate. I am writing to inquire if you would be willing to provide a written assessment of the teaching and pedagogical/professional development of Professor [Name]. As a specialist in Professor [Name]’s field, and as a person recognized for excellence in teaching, your assessment would form part of the dossier which will be reviewed by the Promotions committee to determine whether promotion is recommended.

At the University of Toronto, the *Policy and Procedures Governing Promotions in the Teaching Stream,* mandates an assessment of Professor [Name]’s work against the *Guidelines for the Assessment of Effectiveness of Teaching*, and we seek your opinion as to “whether or not the candidate demonstrates the achievement of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development sustained over many years.” The *Guidelines* can be found at: <https://hive.utsc.utoronto.ca/public/dean/academic%20administrators/UTSC-TeachingGuidelines-Feb%2012-FINAL-POST.pdf>

If you agree to serve as a referee, I would send you Professor [Name]’s *curriculum vitae*, teaching dossier, and course evaluations, as well as copies of the Policy and Guidelines to assist your assessment. I would need to receive your assessment no later than [**January 4, year]**.The identity of external reviewers are held in strict confidence, and the deliberations of the Promotions Committee are similarly confidential.

Should you require additional information as you consider this request, I would be happy to supply it. I look forward to hearing your response, and thank you for considering assisting in this important process.

Sincerely,

Professor and Chair  
Department of [Name]

Encls.