

Letter to Internal Colleagues – Promotion to Professor, Teaching Stream

Dear [Name],

Professor [Candidate] is being considered for promotion to Professor, Teaching Stream.

I am writing to invite you to provide a written opinion of Professor [Candidate]’s contributions to the Department in terms of pedagogy or teaching (e.g., teaching mentorship, new teaching initiatives).

If you have co-taught/collaborated with Prof [Candidate] on teaching, I would appreciate your written opinion of their teaching effectiveness and a description of the roles of each co-teacher, including pedagogical contributions to those course(s) (e.g. course and/or assignment design, course management, mentorship of teaching assistants, innovations in teaching).

Your comments will form part of the dossier upon which a decision will be made by the promotions committee. Your comments will be held in strict confidence.

Thank you for undertaking this important role in the promotion process. I would appreciate your comments by [Date], to email [Email address].

Sincerely,

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Professor and Chair

Department of [ ]