7. Letter inviting undergraduate student evaluations

Dear :

Professor X of the Department of Psychology is being considered for promotion to full Professor and I am writing to past and present students to solicit comments on her as a teacher. Although promotion decisions at the University are based on a candidate's accomplishments in scholarship, teaching and service, it is in relation to teaching that your comments could be most helpful.

The University Policy on Promotion states that "teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of students, to communicate academic material effectively, and to maintain a mastery of his or her subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students."

I would appreciate your taking the time to consider Professor X's teaching and to forward your comments to me by e-mail at …

In order for these to be available to the Promotion Committee, I will have to receive your response no later than January 2, 2012.

Sincerely

X

Chair