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**Sample Letter to External Reviewers who have agreed to serve**

**Promotion to Professor, Teaching Stream**

[Date]

[Name]  
[Address]

Dear [Name]:

Thank you for agreeing to serve as a reviewer for Professor [Name], who 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 a specialist in Professor [Name]’s field, and as a person recognized for excellence in teaching, your assessment will 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.” Copies of the *Guidelines* and *Policy* are enclosed. I draw your attention in particular to the criteria in sections 8, 9 and 10 of the *Policy,* and to section B of the *Guidelines* which provides guidance on how the general criteria in the *Policy* may be met for faculty in the Teaching stream at the University of Toronto Scarborough.

The identity of external reviewers will be held in strict confidence, and the deliberations of the Promotions Committee are similarly confidential.

Professor [Name]’s *curriculum vitae*, teaching dossier, and course evaluations are enclosed to assist you in your assessment. Should you require additional information, I would be happy to supply it.

In order for your assessment to be considered by the Promotion committee, I would need to receive your assessment no later than [**January 4, year]**.Please send your assessment to \*\*email\*\*.

Thank you for your assistance in this process.

Sincerely,

Professor and Chair  
Department of [Name]

Encls.