**LETTER TO REFEREES REQUESTING WRITTEN ASSESSMENT**

I am writing to request your written assessment of the teaching and pedagogical/professional accomplishments of Professor [ ], who is being considered for continuing status and promotion to Associate Professor, Teaching Stream in the Department of [ ] at the University of Toronto Scarborough. Your assessment will form part of the dossier upon which a decision will be made to award continuing status and promotion. The identity of referees will be held in strict confidence.

The Policy and Procedures on Academic Appointments (PPAA), Section VII, paragraph 30.vi states that:-

Performance will be assessed on teaching effectiveness and pedagogical/professional development related to teaching duties, in accordance with approved divisional guidelines on the assessment of teaching. Administrative service will be considered, where such service is related to teaching duties or to curricular and professional development.

The University of Toronto asks you, not for a recommendation for or against promotion, but rather for your judgement as to whether Professor [ ]’s teaching and pedagogical/professional work meets or fails to meet the criterion of excellence or of competence. Specific appraisal of significant items, in addition to a judgment of the quality of the body of work in relation to the discipline’s norms, would greatly assist the committee.

I enclose a copy of Professor [ ]’s curriculum vitae, relevant work from the candidate to assist you in your assessment, a copy of the PPAA and the relevant divisional guidelines. Should you require additional information I would be happy to supply it.

Thank you for undertaking this important duty for our department and for the University of Toronto Scarborough. I would appreciate receiving your assessment within \_\_\_\_ weeks.

Chair

Encl.

**NOTE TO CHAIRS**:

1. You must enclose the section VII of the Policy and Procedures on Academic Appointments, “Teaching Stream Appointments” and a copy of your divisional guidelines for the evaluation of teaching activities and pedagogical/professional development for continuing status review and promotion.

2. You must ensure that the referee has available to him or her copies of all necessary teaching or professional/pedagogical work submitted by the candidate for external appraisal. Your letter should either include copies or acknowledge that you have ascertained that the referee already has access to this material.