**E-mail to Undergraduate Students – Continuing Status Review**

*The template includes suggested wording for teaching assistants.*

*Use as appropriate and based on the unit’s practice.*

[Date]

Assistant Professor, Teaching Stream [Name] of the Department of [ ], University of Toronto is being considered for continuing status and promotion to Associate Professor, Teaching Stream. I am writing to past and present students to solicit comments on Professor [Name] as an instructor.

Continuing status decisions at the University are based on two essential criteria as outlined in the *Policy and Procedures on Academic Appointments (PPAA)*, including “excellence in teaching”. Excellence in teaching is demonstrated in lectures, seminars, laboratories and tutorials as well as in more informal teaching situations such as counselling students and directing graduate students in the preparation of theses.

I would appreciate it if you could take the time to comment on Professor [Name]’s success in any or all of the following areas:

* stimulating and challenging you and promoting your intellectual and scholarly development;
* developing your mastery of a subject and of the latest developments in the field;
* encouraging your sense of inquiry and understanding of a subject through discovery-based learning or other appropriate methods;
* creating opportunities, where appropriate, which involved you in the research process;

and

* creating a lasting impact on your appreciation of the subject or on your career path.

In addition, please comment on Professor [Name]’s communication skills, active engagement with student’s learning progress, and accessibility to students.

If you have worked with Professor [Name] as a Teaching Assistant, please also comment on their mentoring, management, organization and communications skills.

The comments of students are very helpful to the review committee, and are held in strict confidence. Please forward your comments to me at [email address].

In order for this letter to be available to the review committee, I would appreciate receiving your response by [Date].

Sincerely,

[Name]

Professor and Chair

Department of [ ]