E-mail to Internal Colleagues – Continuing Status Review, Teaching Stream

Dear faculty,

Professor [Name] is being considered for Continuing Status in the Teaching Stream.

I am writing to invite you to provide a written opinion of Professor [Name]’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 Professor [Name] on teaching, I would appreciate your written opinion of their teaching skills and their pedagogical contributions to the course (e.g. course and/or assignment design, course management, mentorship of teaching assistants).

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

Thank you for undertaking this important role in the review process. I would appreciate your comments by [Date] to [Name] at [Email address].

Sincerely,

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Professor and Chair

Department of [ ]