**E-mail to Students – Interim Review**

[Date]

Assistant Professor [Name] of the Department of [ ], University of Toronto is currently undergoing an Interim Review, which forms part of their appointment at the University. I am writing to past and present students to solicit comments on Professor [Name] as an instructor.

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.

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 [ ]