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**Sample e-mail to Undergraduate students, Promotion to Professor, Teaching Stream**

Dear [Student Name],

Professor [Name] of the Department of [Name] at the University of Toronto is currently being considered for promotion to Professor, Teaching Stream. I am writing to you as one of Professor [Name]’s current or former students in order to solicit your comments on their teaching.

Excellence in teaching, sustained over many years, is one of the principal criteria for promotion. The *Policy and Procedures Governing Promotions in the Teaching Stream* states that:

“Excellent teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives….

Teaching includes lecturing, activities in seminars and tutorials, individual and group discussion, laboratory teaching, thesis and/or research supervision and any other means by which students derive educational benefit.”

The University of Toronto Scarborough’s *Guidelines for the Assessment of Effectiveness of Teaching* asks that students comment on Professor [Name]’s teaching in terms of:

1. stimulating and challenging students and promoting their intellectual and scholarly development;
2. developing students’ mastery of a subject and of the latest developments in the field;
3. encouraging students’ sense of inquiry and understanding of a subject through discovery‐based learning or other appropriate methods;
4. creating opportunities, where appropriate, which involve students in the research process;
5. creating a lasting impact on students’ appreciation of the subject or on their career path.

I would sincerely appreciate you taking the time to evaluate Professor [Name]’s teaching, in light of these criteria. In your reply, please indicate the course(s) you took with Professor [Name]. Our records show you were in their course [course code] in the [fall/spring/summer] of [academic year].

Please send your reply to me at [Chair’s e-mail address] with a “cc” to my Assistant, [Assistant’s e-mail address]. In order for your evaluation to be taken into account by the Promotions Committee, it must be received by [date].

Let me emphasize that your comments will be held in the strictest confidence, and the deliberations of the Promotions Committee are kept confidential.

Thank you for your assistance.

Sincerely,

Professor and Chair
Department of [Name]