

Letter to Teaching Assistants - Promotion to Professor, Teaching Stream

Dear [Name],

I understand that you [are/have been] a Teaching Assistant for Professor [Candidate] who is being considered for Promotion to Professor, Teaching Stream.

I am writing to invite you to provide a written opinion on Professor [Candidate’s] mentoring, management, organization and communications skills in the context of teaching.

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

Thank you for undertaking this important role in the promotion process. I would appreciate your comments by [Date], to email [Email address].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor and Chair

Department of [ ]