**Sample e-mail to Teaching Evaluation Committee (Teaching Stream)**

Thank you for agreeing to serve as a member of the Teaching Evaluation Committee for Professor [Name]. The other member(s) of the Committee [is/are] Professor(s) [Name(s)]. Your detailed assessment of Professor [Name]’s teaching will form part of the dossier upon which a decision will be made whether or not to recommend their promotion to Professor, Teaching Stream.

To assist you, I enclose a copy of the *UTM Guidelines for the Evaluation of Teaching* and the *Policy and Procedures Governing Promotions in the Teaching Stream.*

As part of the assessment, committee members are required to observe Professor [Name] in the classroom. Please arrange the classroom visits/observations with Professor [Name].

It is obvious how important this process is. A well-prepared Teaching Evaluation Committee report is indispensable to a candidate's case for promotion. Thank you again for agreeing to perform this essential service.

I would appreciate receiving your assessment no later than [*date*].

Do not hesitate to contact me if you have any questions.

Sincerely,

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

Professor and Chair  
Department of [Name]

Encls.