[date]

Dear :

Professor X of the Department of ? at the University of Toronto Mississauga, is being considered for promotion to full Professor and I am writing to some of his/her undergraduate / graduate students to solicit comments on him/her as a teacher. Although promotion decisions at the University are based on a candidate's accomplishments in scholarship, teaching and service, it is in relation to his/her teaching that your comments could be most helpful.

The University Policy on Promotion states that "teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of students, to communicate academic material including professional knowledge effectively, and to maintain a mastery of his or her subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students."

I would appreciate you taking the time to consider Professor X's effectiveness as a teacher of graduate students and to forward your comments to me by e mail at the following address:

In order for these to be available to the Promotion Committee, I will have to receive your responses no later than January x, xxxx.

Sincerely

X

Chair