

**Case Western Reserve University**  
**College of Arts and Sciences**  
**Promotion and/or Tenure**  
**SAMPLE LETTER TO TEACHING EVALUATORS**

**The following is suggested text that may be modified to reflect your own style, as long as your letter:**

- 1. states the candidate's current rank and tenure status**
- 2. states the rank and tenure statuses for which the candidate is under consideration**
- 3. guarantees confidentiality; and**
- 4. does not offer an opinion on the candidacy.**

**Please send a draft letter to the dean for review/approval**

Dear \_\_\_\_\_:

During the 20xx-20xx academic year, (candidate), (current rank), in the Department of (department), will be considered for promotion to (proposed rank) (and tenure, if applicable). As part of the review process, we are seeking letters of evaluation of (his/her) teaching. You have been selected as an evaluator who might assess (his/her) teaching or mentoring performance from your experience. Your reply will be shared only with appropriate committees and administrators involved in the promotion process and will remain confidential to the extent permitted by law.

May we receive a response, which may be submitted electronically, from you by (date)? Your contribution to this evaluation process is an important one, and we look forward to hearing from you.

(Preferred closing)

(Department Chair or Special Committee Chair)

**Note: The candidate's CV is not provided to teaching evaluators unless they request it.**