

Case Western Reserve University
College of Arts and Sciences

**NEW APPOINTMENT
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 rank and tenure status for which the candidate is under consideration; and
- 2) guarantees confidentiality.

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

Dear _____:

_____ is being considered for a position as (rank [with tenure ?]) in the Department of _____ at Case Western Reserve University. As part of this 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 research mentoring performance from your experience. It would assist our process greatly if I could receive your comments by _____. An electronic submission is acceptable. Your reply will be shared only with appropriate committees and administrators involved in this process, and will remain confidential to the extent permitted by law.

Your contribution is an important one, and I thank you for your assistance. I look forward to hearing from you.

Sincerely,
(Department or Special Committee Chair)