

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 status 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-xx academic year, (candidate), (current rank) in the Department of _____, will be considered for promotion to (proposed rank) (and tenure [if applicable]). 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 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)