Professor X will be given detailed consideration for promotion to Full Professor, Teaching Stream this year. I am writing to invite you to provide a written assessment of Professor X’s teaching skills and her/his pedagogical contributions to the course, (e.g. course and/or assignment design, course management, mentorship of teaching assistants). Your comments will form part of the dossier upon which a decision will be made whether or not to recommend Professor X promotion to Professor, Teaching Stream. Your identity will be held in strict confidence.

Thank you for undertaking this important role in the promotion process. I would appreciate your comments by [Date].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Professor and Chair  
Department of [Name]