**Sample Letter of Invitation to serve on the Departmental Promotions Committee  
[Tenure and Teaching Stream]**

[Date]

[Name]  
[Department]

Dear [Name]:

I am writing to invite you to serve as a member of the Departmental Promotions Committee to review the CVs of all faculty members in the Department who are being considered for promotion to Professor and Professor, Teaching Stream.

I enclose the following documentation which will govern the review for your reference:

* *UTM Guidelines for the Effectiveness of Teaching in Tenure and Promotion Decisions*.
* *Policy and Procedures Governing Promotions* and the *Policy and Procedures Governing Promotions in the Teaching Stream*. I draw your attention in particular to the section of the documents entitled *“Criteria for Promotion and their Assessment”.*

The Committee will convene in the Fall and again early in the Winter term. Meetings will be held in camera and all deliberations are confidential to the committee members.

I enclose a list of other proposed members of the Committee for your information.

(Chair)  
(XXXX)  
(XXXX)  
(XXXX)  
(XXXX)

Should you accept my invitation to serve, I would appreciate your written acknowledgment within [one week]. If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Professor and Chair  
Department of [ ]

Encls.

I accept the invitation to serve on the Departmental Promotions Committee

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(Signature) (Date