Letter to Referees Requesting Written Assessment

I am writing to request your written assessment of the teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is being considered for Promotion to Professor, Teaching Stream at the University of Toronto Mississauga. Your assessment will form part of the dossier upon which a decision will be made to grant or deny them Promotion. The identities of referees are held in strict confidence.

The rank of Professor, Teaching Stream was recently added at the University of Toronto. The Policy and Procedures Governing Promotions in the Teaching Stream (2016) requests referees to comment solely on the achievements of Professor against the criteria as set out in the Policy. A copy of the Policy is enclosed. I draw your attention in particular to the criteria in section 6:

Promotion to Professor, Teaching Stream will be granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years, outlined more fully below in paragraphs 8, 9, and 10 and recommendation on their assessment are set forth in paragraph 11.

The University of Toronto asks you not for a recommendation for or against Promotion, but rather for your judgment as to whether Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s scholarly and professional work demonstrates the achievement of excellent teaching and educational leadership and/or achievement, sustained over many years. In addition, please comment explicitly on whether you feel the candidate demonstrates ongoing pedagogical/professional development. Specific appraisal of significant items, in addition to a judgment of the quality of the body of work in relation to the discipline’s norms, would greatly assist the committee.

I enclose a copy of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s curriculum vitae, and copies of the relevant work to assist you in your assessment. Should you require additional information I would be happy to supply it.

Thank you for undertaking this important duty for our discipline and for the University of Toronto. I would appreciate receiving your assessment on or before .

Sincerely,

Chair

Encl.

*Policy and Procedures Governing Promotions in the Teaching Stream*

*UTM Guidelines for the Evaluation of Teaching in tenure and promotion*