SAMPLE REQUEST FOR STUDENT COMMITTEE LETTER OF EVALUATION

Date:

Dear:

Professor [_____] is being considered for [tenure] [promotion to] in the Department [College] of [_____] at Oregon State University. We customarily ask a selected group of students to be on a committee to review and evaluate the candidate’s teaching and advising. Thank you for agreeing to participate on this student committee.

The review committee will make a collective judgment of the candidate's teaching and advising based on their experiences. Your candid evaluation of the effectiveness of Professor [_____] as a teacher and advisor would be most helpful to us. Please comment on his [her] communication skills, teaching methods, appropriateness of materials, clarity of explanations, etc. In terms of advising (whether formal or not), insights on availability for counseling, responsiveness to needs, quality of advice on program and professional development, and fairness, would be useful. Evaluation of strengths and weaknesses with as much specificity as possible is needed.

Under Oregon law, Professor [_____] has a right to review portions of his [her] promotion file, should he [she] request it. The student evaluation letter is part of the portion that is viewable by Professor [______]. I wish to emphasize that it is important that your letter provide an objective and candid assessment of his [her] work.

I am aware of the great demands on your time and therefore would be especially grateful if you were able to provide us with this evaluation by [date]. Please submit your evaluation in the form of one letter summarizing the input of the entire student committee. If there are differing views within the committee, those should be reflected in the letter. Your assistance is much appreciated.

Enclosed is a copy of Professor [______]’s position description, candidate’s statement and vita, for your consideration.

Sincerely,

Signature
Sent to selected students from classes:

Dear Student:

In accordance with the university's Promotion and Tenure procedure, we are conducting a 3-year review of Professor [ ]. This is the mid-point towards the time for considering promotion to Associate Professor with Tenure in the Department of [ ] at Oregon State University. The mid-term review follows the same process as the actual tenure/promotion decision, except that no letters from professional colleagues outside the university are being sought. The intention of the mid-term review is to provide both candidate and department an accurate performance assessment, so that adjustments can be made as necessary.

An important part of the review is to obtain input from graduate and undergraduate students who have interacted with the candidate, either in the classroom or via mentoring in the research lab. We customarily ask a small group of such students to serve as a committee for collecting input from students. I am asking whether you would agree to serve on this committee.

The task for the committee is to summarize input from students who have interacted in a learning environment with Dr. [ ]. That input is in the form of solicited letters; only signed letters can be used, and we are no longer allowed to use questionnaire results in a faculty member's review. Members of the committee will be asked to submit such letters, in addition to other students. The committee is asked to collate and fairly summarize the assessments in the signed letters in a letter that will be part of Professor [ ] Midterm Promotion & Tenure dossier. The committee letter will be addressed to me, as Chair of the Department of [ ].

Please let me know ASAP if you are willing to participate in this committee and can do so before the end of this term.

Thanks in advance.
Dear Student:

In accordance with the university's Promotion and Tenure procedure, we are conducting a 3-year review of Professor x. This is the mid-point towards the time for considering promotion to Associate Professor with Tenure in the Department of Microbiology at Oregon State University. The mid-term review follows the same process as the actual tenure/promotion decision, except that no letters from professional colleagues outside the university are being sought. The intention of the mid-term review is to provide both candidate and department an accurate performance assessment, so that adjustments can be made as necessary.

An important part of the review is to obtain input from graduate and undergraduate students who have interacted with the candidate, either in the classroom or via mentoring in the research lab. Your frank appraisal of the candidate's teaching and/or mentoring would be greatly appreciated. Professor x has waived his right to access letters of evaluation solicited during the promotion and tenure review process and your letter will therefore be held in confidence unless mandated otherwise in legal proceedings.

I am asking you to write a **signed** letter stating your opinions regarding the value and professionalism of your learning interactions with Dr. x. It is best to illustrate your statements with actual examples, and be sure to mention the course or mentoring situation; a few short paragraphs would suffice. Your letter will be read by the members of a student committee, which will summarize the solicited opinions (without using names) in a letter that will become part of Professor x Midterm Promotion & Tenure dossier. All letters will be confidentially filed by the Department of Microbiology to be seen only by myself and the student committee.

If you do agree to write a letter, please address your letter to me, and send me (or deliver to 220 Nash Hall) a hard copy, with signature. Because of legal rules we cannot include unsigned letters. The student committee that will use your letter in compiling the committee letter consists of three students who have interacted with Dr. x as graduate students (x, y, z), and three students who have interacted with Dr. x as undergraduates (a, b, c).

Thanks in advance for assisting the faculty review process by writing your letter. To reiterate, this letter will be seen by the student committee and myself, but not by other faculty members.

Theo Dreher
Dear [ ],

In accordance with the university's Promotion and Tenure procedure, we are conducting a 3-year review of Professor [ ]. This is the mid-point towards the time for considering promotion to Associate Professor with Tenure in the Department of [ ] at Oregon State University. The mid-term review follows the same process as the actual tenure/promotion decision, except that no letters from professional colleagues outside the university are being sought. The intention of the mid-term review is to provide both candidate and department an accurate performance assessment, so that adjustments can be made as necessary.

An important part of the review is to obtain input from graduate and undergraduate students who have interacted with the candidate, either in the classroom or via mentoring in the research lab. Your frank appraisal of the candidate's teaching and/or mentoring would be greatly appreciated. Professor [ ] has waived [his/her] right to access letters of evaluation solicited during the promotion and tenure review process and your letter will therefore be held in confidence unless mandated otherwise in legal proceedings.

I am asking you to write a signed letter stating your opinions regarding the value and professionalism of your learning interactions with Dr. [ ]. It is best to illustrate your statements with actual examples, and be sure to mention the course or mentoring situation; a few short paragraphs would suffice. Your letter will be read by the members of a student committee, which will summarize the solicited opinions (without using names) in a letter that will become part of Professor [ ]'s Midterm Promotion & Tenure dossier. All letters will be confidentially filed by the Department of [ ] to be seen only by myself and the student committee.

If you do agree to write a letter, please address your letter to me, and send me (or deliver to[ ]) a hard copy, with signature by June 1. Because of legal rules we cannot include unsigned letters. The student committee that will use your letter in compiling the committee letter consists of three students who have interacted with Dr. [ ] as graduate students (a, b, c), and three students who have interacted with Dr. [ ] as undergraduates (x, y, z).

Thanks in advance for assisting the faculty review process by writing your letter. To reiterate, this letter will be seen by the student committee and myself, but not by other faculty members.