

SAMPLE LETTER FOR GRADUATE STUDENT EVALUATION OF TEACHING

TO: Students Who Were Enrolled in Graduate Courses

FROM: _____ . Chair

RE: Reappointment/Promotion of Dr. _____

The Department of _____ is considering the (reappointment/promotion) of Dr. _____ to _____. An important part of this process is a careful evaluation of Dr. _____'s graduate teaching and mentoring. We are writing to ask you and some of his/her other former students for a frank and thoughtful assessment of Dr. _____'s teaching in any courses that you took with him/her.

When writing your evaluation, you might wish to consider aspects such as Dr. _____'s course organization, clarity of presentation, concern that students understand the course material, his/her availability and helpfulness outside of class, and the extent to which his/her class enhanced your understanding and appreciation of [subject] and prepared you for your subsequent courses. If he/she has developed an advising/mentoring relationship with you, please comment on his/her effectiveness in this role.

You may submit your response by return email, or in writing to

_____, Chair
Department of _____
University of Pennsylvania
Philadelphia, PA _____

It would be most helpful if you could respond by _____. Thank you in advance for taking the time to assist us in this matter.