

**SAMPLE LETTER FOR UNDERGRADUATE STUDENT EVALUATION
OF TEACHING**

TO: Students Who Were Enrolled in [course] in the [semester]

FROM: _____, Chair

RE: 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 undergraduate teaching. We want to make a more complete evaluation than is possible on the basis of end-of-semester course review forms alone. Therefore, we are writing to you and some of his/her other former students to ask for a frank and thoughtful assessment of Dr. _____'s teaching in the 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.

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.