For Candidates Covered by the Policy and Procedures on Academic Appointments

Template letter/email inviting colleagues who have collaborated or co-taught to submit written opinions of the candidate

Dear [NAME],

As a [COLLABORATOR/CO-TEACHER] of Professor [NAME], I am writing to invite you to provide a written opinion of [HER/HIS] scholarly and professional qualifications. Your comments will form part of the dossier upon which a decision will be made to grant or deny [HER/HIM] tenure. Your identity will be held in strict confidence.

Thank you for undertaking this important role in the tenure review process. I would appreciate your comments by [DATE].

Sincerely,

[NAME]