For Candidates Covered by the Policy and Procedures on Academic Appointments

Letter to invite members of the Teaching Evaluation Committee

I am writing to ask you to serve as a member of the Departmental Teaching Evaluation Committee as set out in Section 15 of the Policy and Procedures on Academic Appointments. I attach that section, and the portion of the Provost’s memorandum on the tenure process relating to Teaching Evaluation Committees. This Committee should complete its work by [DATE] in order to allow the Tenure Committee to proceed. I would draw to your attention that the Committee is to provide a single written report signed by all members of the committee, assessing the teaching activities of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be considered for tenure. Divisional guidelines for the assessment of teaching must be followed in the preparation of the report. This Committee should not make a recommendation either for or against tenure but should assess whether competence or excellence in teaching is met in accordance with the divisional guidelines on the assessment of teaching. In particular, the Committee should advise whether in its view excellence, or competence, has been found or not found. I would appreciate your response to my invitation within two weeks.

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Chair

Encl.