

e-mail: Student Evaluation of Professor [Last Name] in Consideration for Appointment, Promotion, or Tenure

Dear [Student Name]:

Professor [Last Name] is presently being considered for [appointment, promotion, or tenure]. Student evaluations play an important role in the review of faculty at Claremont Graduate University, and I am writing to ask you to provide information evaluating Professor [Last Name]'s performance, including effectiveness as a classroom teacher, academic advisor, research advisor, and contributor to your professional development. University policy requires that I contact students/graduates having been supervised or taught within the past five years by a faculty member who is being reviewed.

The link provided below will take you to a brief survey with an invitation to provide additional written comments. The more specific your comments, the more useful they will be. The reviewers give student evaluations substantial weight in faculty reviews, and these reviews play a significant role in the ongoing self-scrutiny of the institution, so we urge you to contribute your views to this important process.

At CGU, as at all other accredited universities, faculty are reviewed by committees composed of faculty members. A faculty member undergoes initial review by a Nominating Committee made up of faculty members drawn, when possible, from the faculty member's department or school. Their recommendation is checked for factual errors by the professor being evaluated, and is reviewed by the Dean and then by the University's Appointment, Promotion, and Tenure Committee (APT), the Provost, the President and, finally, by the Board of Trustees of CGU.

The faculty member under review will never see your survey (or letter, should you choose to write an additional letter), though she or he may see sentences quoted from your responses within the Nominating Committee's and/or the APT Committee's letter of recommendation. The Nominating Committee will see your responses as will the APT Committee, but only after your name has been deleted. As a policy of Claremont Graduate University, and upon recommendation of legal counsel, no anonymous letters may be considered. If you want your identity to remain secret, you need to avoid including identifying information in your comments. Your responses will be treated confidentially: after verifying that your review is from a student who has been asked to provide information, I will delete your name before forwarding your review along with reviews from other students to the Nominating Committee, and to the APT Committee. However, as you know, in the very unlikely event of legal proceedings, some of this material may become public.

You may access the survey by clicking on the following link: [Faculty Evaluation for Appointment, Promotion, and Tenure](#)

Or copy and paste the URL below into your internet browser:

https://cgu.us.qualtrics.com/WRQualtricsSurveyEngine/?SID=SV_3vHq5AdnNcdMT6B&_ =1

Please complete your review within two weeks of receipt of this email.

Sincerely,

Linda Shimoda,

On behalf of the Appointment, Promotion and Tenure Committee

LICS 12/19/12