

**TEMPLATE OF LETTER FROM THE APT SECRETARY FOR SOLICITING
STUDENT LETTERS FOR THE FACULTY MEMBER'S DOSSIER (Rev 5/11/05)
(Reappointment version)**

Date

Dear _____:

_____ is presently under review for reappointment as _____. Student evaluations play an important role in the review of faculty at Claremont Graduate University, and I am writing to ask you to write a letter evaluating Professor _____'s performance as your teacher and/or mentor. Because we collect regular evaluations of classroom teaching, the review committee would like to know especially your views on performance outside of the classroom, including **effectiveness as a mentor, advisor, and contributor to your professional development**. The more specific your comments, the more useful they will be. We realize that the writing of such letters sometimes requires considerable thought and care. 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) and the Provost.

The faculty member under review will never see the letter you write, though she or he may see sentences quoted from it within the Nominating Committee's and/or the APT Committee's letter of recommendation. The Nominating Committee **will** see your letter but **only after your signature has been deleted**. As a policy of the Graduate University, and upon recommendation of legal counsel, no anonymous letters may be considered: all letters must be signed. Your letter, however, will be treated confidentially: after checking that you have signed your letter, I will delete your signature before forwarding your letter to the Nominating Committee. We will hold your letter in confidence to the extent permissible by law.

If you want your identity to remain secret, you need to avoid including identifying information in your letter other than your signature.

Please return your response, within two weeks, in the enclosed self-addressed envelope.

Sincerely,

_____, Secretary
Appointment, Promotion and Tenure Committee

**TEMPLATE OF LETTER FROM THE APT SECRETARY FOR SOLICITING
STUDENT LETTERS FOR THE FACULTY MEMBER'S DOSSIER (Rev 4/27/05)
(Tenure/promotion version)**

Date

Dear _____:

_____ is presently under review for _____. Student evaluations play an important role in the review of faculty at Claremont Graduate University, and I am writing to ask you to write a letter evaluating Professor _____'s performance as your teacher and/or mentor. Because we collect regular evaluations of classroom teaching, the review committee would like to know especially your views on performance outside of the classroom, including **effectiveness as a mentor, advisor, and contributor to your professional development**. The more specific your comments, the more useful they will be. We realize that the writing of such letters sometimes requires considerable thought and care. 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 the letter you write, though she or he may see sentences quoted from it within the Nominating Committee's and/or the APT Committee's letter of recommendation. The Nominating Committee **will** see your letter as will the APT Committee, but **only after your signature has been deleted**. As a policy of Claremont Graduate University, and upon recommendation of legal counsel, no anonymous letters may be considered: all letters must be signed. Your letter, however, will be treated confidentially: after checking that you have signed your letter, I will delete your signature before forwarding your letter to the Nominating Committee, and to the APT Committee. We will hold your letter in confidence to the extent permissible by law.

If you want your identity to remain secret, you need to avoid including identifying information in your letter other than your signature.

Please return your response, within two weeks, in the enclosed self-addressed envelope.

Sincerely,

_____, Secretary
Appointment, Promotion and Tenure Committee

**TEMPLATE OF LETTER FROM THE APT SECRETARY FOR SOLICITING
STUDENT LETTERS FOR THE FACULTY MEMBER'S DOSSIER (Rev 4/27/05)
(Five-year review of Full Professors version)**

Date

Dear _____:

_____ is presently under review in accordance with CGU policy for evaluating the performance of Full Professors every five years. Student evaluations play an important role in this review process, and I am writing to ask you to write a letter evaluating Professor _____'s performance as your teacher and/or mentor. Because we collect regular evaluations of classroom teaching, the review committee would like to know especially your views on performance outside of the classroom, including **effectiveness as a mentor, advisor, and contributor to your professional development**. The more specific your comments, the more useful they will be. We realize that the writing of such letters sometimes requires considerable thought and care. 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 plus two full professors who are *not* from the school or department of the professor being reviewed. Their recommendation is checked for factual errors by the professor being evaluated, and is reviewed by the Dean, and subsequently, if the case involves a disputed judgment, the file goes to the university's Appointment, Promotion, and Tenure Committee (APT) and the case is then reviewed by the Provost.

The faculty member under review will never see the letter you write, though she or he may see sentences quoted from it within the Nominating Committee's and/or the APT Committee's letter of recommendation. The Nominating Committee **will** see your letter (as will the APT Committee if the case comes under APT review) but **only after your signature has been deleted**. As a policy of Claremont Graduate University, and upon recommendation of legal counsel, no anonymous letters may be considered: all letters must be signed. Your letter, however, will be treated confidentially: after checking that you have signed your letter, I will delete your signature before forwarding your letter to the Nominating Committee, and, if appropriate, to the APT Committee. We will hold your letter in confidence to the extent permissible by law.

If you want your identity to remain secret, you need to avoid including identifying information in your letter other than your signature.

Please return your response, within two weeks, in the enclosed self-addressed envelope.

Sincerely,

_____, Secretary
Appointment, Promotion and Tenure Committee