

**Subject: Reminder - please complete a teaching review for Prof. <Faculty last name>**

Dear <Student first name>,

**I’m writing with a quick reminder to complete a confidential review of the teaching of Professor <Faculty first name><Faculty last name> in the Department of <department name>.** Your review will be included in Professor <Faculty last name>’s pre-tenure performance evaluation this year, which will help determine whether [he][she] will continue on at St. Olaf and remain eligible for tenure in the future.

Only a small, randomly-selected group of Professor <Faculty last name>’s students has been invited to complete a student review of teaching form, so your participation is important. Your responses will be held in the strictest confidence. Professor <Faculty last name> does not know the identities of the students selected to complete a teaching review, nor will [he][she] see any individual forms or summary results.

**We ask that you submit your teaching review form by <date>. If for any reason you are unable to participate, please email <name and email address of survey administrator>.** This will permit us to select another student to participate.

Student reviews of teaching are a vital contribution to the pre-tenure performance review process at St. Olaf. Thank you very much for your assistance.

Sincerely,

[Name]

Department Chair