**Subject: Please complete a teaching review for Prof. <Faculty last name>’s pre-tenure evaluation**

Dear <Student first name>,

**I am writing to ask you to complete a confidential review of the teaching of Professor <Faculty first name><Faculty last name> in the Department of <department name>.**

As a faculty member with a tenure-track appointment, Professor <Faculty last name> is required by college policy to undergo an interim performance evaluation this year, prior to a future evaluation that will determine whether they will be granted tenure. *Tenure* is an enduring (rather than short-term) appointment to the St. Olaf faculty that recognizes the excellence and promise of a faculty member’s teaching, scholarly or artistic work, and service. Once tenured, a faculty member may continue to work at St. Olaf for the remainder of their career, unless they choose to accept employment elsewhere.

The quality of a faculty member’s teaching is the most important criterion for evaluating faculty performance, and student reviews of teaching are a vital source of this evidence. Reviews of teaching are not the same as course evaluations, which are voluntarily designed and administered by individual instructors for their personal use, and which are not included in pre-tenure performance evaluations. You are being asked to complete a survey designed specifically to evaluate faculty teaching performance. This evaluation reflects college-wide criteria for excellence in teaching, and you are part of a small and randomly selected sample of Professor <Faculty last name >'s recent students and alumni to complete it.

Completing your review is voluntary, and there are no penalties if you decide not to participate. Professor < Faculty last name > does not know the identities of the individuals selected to complete this review. Please complete your review as candidly as possible, keeping in mind that your comments will not be linked to you personally.

**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 time and assistance in maintaining the high quality of instruction provided by St. Olaf faculty.

Sincerely,

[Name]

Department Chair