

[Date]

Professor [First name] [Last name]

Department of [Department name]

St. Olaf College

Dear [First name]:

Professor [First name] [Last name] is being reviewed for tenure [and/or promotion to the rank of [title]] in academic year 20XX-XX. I am writing to invite you to serve as one of three peer reviewers of Professor [Last name]’s teaching.

As indicated in the *Faculty Manual*, Section 4.VII.E.5, you would prepare a written review of Professor [Last name]’s contributions to student learning and development for inclusion in [their] dossier. The review should address each of the criteria in Section 4.VI.B.1 of the *Manual*, and should draw upon evidence from a variety of sources, including an interview with Professor [Last name] about [their] teaching perspectives, practices, and professional development; a sample of [their] teaching materials, which will be made available on a Google drive shared folder; and at least two observations of Professor [Last name]’s instruction. The interview should consist of 2 conversations: one in advance of the observations, and one following them. Specific examples, and information based on first-hand knowledge, will be of greatest assistance to the reviewers of the dossier.

For your convenience, I have enclosed a copy of Professor [Last name]’s *curriculum vitae*. Additional guidance for preparing an effective peer review of teaching is available on the Provost’s website [here](https://wp.stolaf.edu/doc/peer-reviews-of-teaching/). A complete and current copy of the *Faculty Manual* criteria and procedures for tenure and promotion reviews is also available [here](https://wp.stolaf.edu/doc/faculty-manual/). Please note that department colleagues serving as peer reviewers may submit a single item that includes both the peer review report and the statement of recommendation and rationale.

In order to meet college-wide deadlines for the completion of the dossier, I must receive your review by November 15. As a contribution to Professor [Last name]’s dossier, your review is strictly confidential and will be read only by those who have access to the completed dossier; it should not be shared with the candidate. If for any reason you are unable to prepare this review, please let me know as soon as possible. You are also welcome to contact me if you need additional information.

Thank you very much for your participation in this important process.

Sincerely,

[Name]

Chair, Department of [Department name]

*Enclosure: CV*