

Template for Requesting Student Review Letters

The Emory College of Arts and Sciences is conducting a *pre-tenure/tenure/promotion to full professor* review of *Candidate Name* in the *Department Name*. An integral part of the review process involves the input of students who have *taken classes with (or been advised by, etc.) Candidate Name*. Please keep in mind that this is not a recommendation letter, but rather a review letter. In this regard, I am writing to ask if you would be willing to provide your impressions as a student that will be included in *Candidate Name's* review case.

Your feedback can be written as a formal letter or more casually – such as by replying to this email. It can be as short as a paragraph or multiple pages. In addition, please feel free to write whatever you wish to share with the review committees regarding *Candidate Name's* teaching, advising, and/or mentorship. For example, please share how you know *Candidate Name* (classes you have taken, advising received, mentorship, etc.), your impressions of *Candidate Name's* teaching, memorable interactions, and if you support the *reappointment/promotion* of *Candidate Name*.

The email/letter will be confidential, as we hope you will provide sincere feedback. *Candidate Name* will not see the contents of your email/letter. It will be available only to appropriate staff, Emory faculty members responsible for advising the Dean on the promotion and tenure of this candidate, the Dean of ECAS and other appropriate administrators, and Emory's Board of Trustees.

Please let me know if you are willing to assist with this request and if you have any questions or need additional information. You can send the email or letter directly to *contact information*. I would be very grateful to receive the letter by *date*.

Many thanks for considering the request!