Solicitation/Guidelines for students providing feedback on faculty in [department/unit]

[TEMPLATE MODEL B]\*

[NOTE THAT ALL HIGHLIGHTED TEXT IS INTENDED TO BE MODIFIED OR DELETED TO CREATE THE BASE FORM. ADDITIONAL TEXT IN [ ] SHOULD BE MODIFIED FOR EACH UNIQUE SOLICITATION. ALL OTHER TEXT MAY BE LEFT AS IS OR MODIFIED DEPENDING ON DEPARTMENTAL NEEDS, POLICIES, APPLICABLE PERSONNEL, ETC.]

Dear [student name],

The [department/unit] at the University of Colorado Boulder [or insert other University] is considering the [reappointment/promotion] of [instructor name]to [rank].  As part of our review process, we contact [instructor name]’s current and former students. I would like to request your help in our evaluation of [instructor name].  Your statements will be used only as part of this review process and are considered confidential under the policies of the University and are not subject to disclosure under the Colorado Open Records Act, except as otherwise may be required by court order or by law [or insert applicable university and state confidentiality policies if outside of CU/Colorado]. I hope you will share with us your honest opinions. [REVISE AS NEEDED TO DESCRIBE THE PROCESS AND ANY CONDITIONS AROUND HOW THE LETTERS ARE BEING USED].

Please share your experiences with [instructor name] in the [department/unit]. See below for suggestions for writing your comments and aspects to consider when writing about [instructor name].

While we appreciate any feedback you have, you may find it helpful to evaluate how [instructor name]:

* helped you learn, stay engaged, and participate in class.
* encouraged critical thinking.
* designed assignments and activities to give you opportunities to practice and engage with concepts.
* assessed your learning in the class (e.g., exams, assignments, etc.).
* helped you make connections to other areas or real life, build upon prior knowledge, and understand how the material connects to out of class issues.
* helped you transition to college and/or college-level learning.
* helped you learn about and/or consider new opportunities for future career paths.
* created an inclusive environment and encouraged your sense of belonging.
* made themselves available to help you.
* helped support you in remote/hybrid/online learning environments.

Please consider including specific examples when possible.

Please email your response to [name] via [email address] by [deadline].