Student Letter Template: Promotion to Principal System Scientist/Engineer/Researcher

Dear [FName]

In the [SEMESTER] of [YEAR], the Department of [DEPARTMENT] will consider the promotion of Dr. [NAME] from Senior [CURREN RANK] to Principal [RANK]. Since you are a [student/former student] at CMU who has a special acquaintance with Dr. [NAME], I would appreciate receiving a letter from you providing any information you would like to volunteer concerning this faculty member which might help us in this evaluation. Especially valuable would be your comments about their attributes as a teacher and/or an advisor:

* How effectively do they supervise research and/or projects?
* If applicable, how effective were they as an advisor?
* Do they require a high standard of excellence from their students?
* How available have they been for help?
* How do you rate their overall performance as a teacher?
* How effectively do they present their course material?

Your evaluation of Dr. [NAME] will be carefully considered by the review committee. We would appreciate a response by [DATE]. Your letter will be kept confidential and to the extent permitted by law will be read only by those persons directly involved in the review process.

If you had been asked to write a letter before with respect to Dr. [Name], that letter is attached. If your comments have not changed since that time, you are welcome to tell me so and permit me to re-use that letter.

Thank you for your help on this important matter.

Sincerely,