# TEMPLATE – Student or Trainee SOLICITATION LETTER FOR

# COMPREHENSIVE REVIEW, TENURE OR PROMOTION

***[Departments may modify this template as appropriate.]***

I am writing to invite you as a current or former student or mentee to provide an evaluation for Professor [comprehensive review/tenure/promotion] case within the Department of at the University of Colorado Boulder. As part of our review process, we include student and trainee evaluations of faculty members’ teaching and mentoring. Although we cannot guarantee anonymity, these evaluations are considered confidential under the policies of the University, except as otherwise may be required by court order or by law.

We ask that in your evaluation you address the quality of the faculty member's classroom teaching and/or mentoring and advising.

Please focus your comments on the faculty member’s teaching or mentoring/advising. This is not the forum to make allegations of misconduct against a faculty member, for example, [the policies addressed by Office of Institutional Equity and Compliance](https://www.colorado.edu/oiec/policies) (OIEC) or [the policies addressed by the Office of Research Integrity](https://www.colorado.edu/researchinnovation/ori). Such allegations cannot be kept confidential by the department or unit and must be disclosed to the appropriate university body. If you have concerns about misconduct, you should report them directly to the appropriate university body, as the tenure and promotion process is handled separately.

Thank you for considering this request; your comments will play an important role in our process and we really appreciate your time.

Sincerely,

(8/31/2023)