*Template for Soliciting Input from Internal Faculty Reviewer*

Dear Professor [NAME]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [NAME], who is being considered for reappointment. We are seeking assessments of [his|her] research, teaching, service and other scholarly contributions from colleagues within the University. We particularly invite you to address the effectiveness and value of this faculty member as a member of the College of Engineering community and as a colleague. To aid your assessment, I am attaching [his|her] CV and copies of some of [his|her] papers. To be useful in our committee's deliberations, we would need your comments by [deadline]. I thank you in advance for your time and effort.

*Template for Soliciting Input from Undergraduate Students*

Dear [Student’s Name]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [reappointment candidate’s name], who is being considered for reappointment as [Assistant Professor | Associate Professor | Professor] in [Department]. As part of this process, our committee solicits letters from selected students to assist us in evaluating the candidate’s effectiveness in [his|her] interactions with undergraduates. We are asking you to supply such input as one of [reappointment candidate name]’s students. Please provide a letter addressing your experiences with [reappointment candidate’s name] as a classroom teacher and also as a research mentor as it may pertain to you. If you have any questions, please contact [reappointment committee chair’s name] at [reappointment committee chair’s email address]. We would like to receive your letter by [date]. We are able to accept original signed letters or letters sent via email if they are sent from your umich.edu account.

Thank you for your assistance in this important process.

Regards,

[Reappointment committee chair’s name]

*Template for Soliciting Input from Graduate Students*

Dear [Student’s Name]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [reappointment candidate’s name], who is being considered for reappointment as [Assistant Professor | Associate Professor | Professor] in [Department]. As part of this process, our committee solicits letters from selected students to assist us in evaluating the candidate’s effectiveness in [his|her] interactions with graduate students. We are asking you to supply such input as one of [reappointment candidate name]’s students. Please provide a letter addressing your experiences with [reappointment candidate’s name] as a classroom teacher and also as a research mentor as it may pertain to you. If you have any questions, please contact [reappointment committee chair’s name] at [reappointment committee chair’s email address]. We would like to receive your letter by [date]. We are able to accept original signed letters or letters sent via email if they are sent from your umich.edu account.

Thank you for your assistance in this important process.

Regards,

[Reappointment committee chair’s name]