Dear University of Massachusetts Boston Student,  
  
As Chair of the \_\_\_\_\_\_\_\_\_\_\_\_Department, I am collecting student letters as part of Prof. \_\_\_\_\_\_\_\_\_\_\_’s tenure review. A tenure review is a serious yearlong process of evaluation that allows a professor to be promoted here at the University of Massachusetts Boston.

As part of that evaluation, we request letters from students. I am writing to you to solicit a review of the teaching of Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with whom you took\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  We are requesting a letter (an email reply to me is fine) commenting on any aspect of Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s teaching that you think it would be helpful for us to consider. Students typically write an email response of two to four paragraphs, commenting on memorable teaching techniques and assignments used by the professor under review.  Your comments will be held completely confidential.  Your letter will become part of Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s tenure file, which is examined at the Department, Chair, Dean, Provost, and Chancellor levels.      
  
We ask that, if possible, you reply to this request by \_\_\_\_\_\_\_\_.  You can address and email your response to me, Prof. \_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_.\_\_\_\_\_@umb.edu) and cc \_\_\_\_\_\_\_\_\_\_\_, Department administrator (\_\_\_\_\_\_.\_\_\_\_\_\_@umb.edu).    
  
Please do not hesitate to let me know of any questions you have about this request or about completing a teaching review letter.  I thank you for your time and consideration as you work on this letter. A tenure review is one of the most serious procedures at a university, and we appreciate your help with Prof. \_\_\_\_\_\_\_\_\_’s review.    
  
Sincerely,