[School Letterhead]

[Date]

[Internal Address]

Dear Professor X:

Dr. [INSERT FULL NAME], Lecturer, in the [INSERT UNIT] at the Georgia Institute of Technology, is a candidate for Promotion to Senior Lecturer during the 2016-17 academic year. This process requires comments on the quality and impact of the candidate’s teaching contributions from expert educators and scholars external to Georgia Tech.

You have been suggested as a reference who is knowledgeable and capable of making an assessment of Dr. [INSERT LAST NAME]’s pedagogical contributions and her stature in the profession [if applicable, service and/or professional development responsibilities may be added here, if a documented part of their job duties]. In addition to a teaching portfolio, I have included a copy of the candidate’s vitae to assist you in your evaluation.

At Georgia Tech, the position category of Senior Lecturer requires a minimum of six years of service to the Institute, demonstrated exceptional teaching ability, and documented exceptional value to Georgia Tech. Classroom instruction comprises the majority of a lecturer’s responsibility; however, a lecturer may have service and professional development commitments as well.

We would greatly appreciate your help with this evaluation process. Please provide a candid assessment of the candidate’s teaching and educational contributions based on the enclosed package, along with any knowledge you might have of other contributions, including those in research and/or service. Most critically, your assessment of the candidate’s impact is deeply valued. It would be helpful to us for you to assess her teaching contributions based on requirements listed above, as well as compared to people with similar responsibilities in your organization.

It is the policy of the Georgia Institute of Technology to maintain the confidentiality of your evaluation to the greatest possible extent permitted by law. While the Georgia Open Records Act does apply, Dr. EFG has [has not] signed a statement that she will not request to see letters from outside referees or seek their identity. However, we ask that you indicate in your letter that you desire that it be treated as a confidential personnel document by including the following wording: *“By signing and submitting this reference letter, I expect that my identity will be kept confidential and that my letter will be treated as a confidential personnel document.”*

Your letter should be directed to me, and it will become part of the portfolio prepared for Dr. EFG. Please explicitly state your past/current relationship to the candidate in your letter.

We also request from you a brief (maximum 100 word) biosketch. Since your letter will be reviewed by others in the Institute who will not necessarily be familiar with you or your field, this information will provide perspective.

I will appreciate your sending the recommendation at your earliest convenience, but no later than [date]. Due to the time element involved, please email your letter to me at [X@gatech.edu](mailto:X@gatech.edu) and follow up with a signed copy in the mail. Thank you for your cooperation.

Sincerely,

School Chair

Title