

Dear John Doe,

We are considering the promotion of Professor Smith to the rank of Associate Professor with tenure. The criteria for promotions of this kind at Stanford include evidence that the candidate has made truly outstanding research contributions and that the candidate is among the very best persons in the field. Additionally, one of the key functions of a faculty member is to be an educator in the broad sense of the word, not only developing and teaching courses, but also advising graduate students and directing student research. As a former student, we would like to offer you the opportunity to express your opinion of Professor Smith in this regard.

The following questions can be used to help guide your response. Please don't feel a need to address all of these questions, and you can certainly address other topics that you feel are relevant.

1. Briefly describe your history with Prof. Smith.
2. How would you characterize Prof. Smith's overall approach as an advisor and mentor, and how did you find your interactions with Prof. Smith?
3. Focusing specifically on research guidance, how would you characterize Prof. Smith's approach? How did this work for you?
4. Was Prof. Smith helpful in planning your career and professional development? If so, how so?
5. Focusing on the research group, how would you describe Prof. Smith's approach to managing the group? Did the atmosphere foster collaboration and teamwork? Did Prof. Smith embrace concepts of equity, outreach, and inclusion in the group?
6. How likely would you be to encourage a potential new student to work with Prof. Smith, and why?
7. If you could provide anonymous advice to Prof. Smith for improving interactions with students and the rest of the research group, what would it be?
8. If you had taken any courses from Prof. Smith or served as a teaching assistant, do you have any comments regarding Prof. Smith's teaching ability and/or curriculum development?

We understand that there may be rare circumstances when a former student may feel uncomfortable writing such a letter. Thus, while a letter is most valuable for our review and is preferred, you may, as an alternative, request to provide feedback orally in a confidential conversation, which I will summarize in a manner that preserves your anonymity. Regardless of the manner of feedback, it is the practice and policy of Stanford University to keep all such communications confidential within the review process.

We would appreciate your reply by March 8, 2023.

Sincerely,

Jane Doe
Professor of Mechanical Engineering & Materials Science and Engineering
Evaluation Committee Chair