

Checklist for Writing a Good Letter:

BEFORE YOU WRITE

- ☐ Confirm the purpose of the letter (tenure, promotion, merit, award, reappointment, etc.)
- ☐ Review the official criteria or evaluation standards for teaching
- ☐ Review relevant materials (teaching philosophy, syllabi, evaluations, innovations)
- ☐ Reflect on your direct experiences observing or working with the candidate

OPENING THE LETTER

- ☐ Clearly state who you are, your position, and your relationship to the candidate
- ☐ Explain how long and in what capacity you have observed the candidate's teaching
- ☐ State your overall level of support clearly and confidently

ADDRESSING TEACHING EFFECTIVENESS

- ☐ Describe specific teaching strengths (organization, clarity, engagement, rigor, mentoring, equity, etc.)
- ☐ Provide concrete examples rather than general praise
- ☐ Reference classroom observations, student work, or learning outcomes when possible
- ☐ Comment on how the candidate adapts instruction for diverse learners
- ☐ Address use of evidence-based or innovative teaching practices

STUDENT IMPACT & LEARNING

- ☐ Include evidence of student learning or growth
- ☐ Reference trends in student evaluations with thoughtful interpretation
- ☐ Describe how students respond to the candidate's teaching
- ☐ Highlight mentoring, advising, or undergraduate/graduate supervision if applicable
- ☐ Address culturally responsive teaching, accessibility, or inclusive practices when applicable
- ☐ Describe how the candidate supports diverse student populations

CURRICULUM & PROGRAM CONTRIBUTIONS

- ☐ Note course design or redesign efforts
- ☐ Mention new course development or curricular leadership
- ☐ Address contributions to program assessment or accreditation when relevant

PROFESSIONALISM & COLLEGIALITY

- ☐ Speak to collaboration with colleagues
- ☐ Address reliability, preparedness, and responsiveness to feedback
- ☐ Include leadership in teaching-related initiatives if applicable