

## **College of Science Promotion and Tenure Student Letter Guidance**

**7-1-2021**

The Faculty Handbook describes the general procedures that need to be followed.

Student reviews should address all aspects of the interactions of the faculty member with students. For example, interactions in the capacity of instructor, advisor, research mentor, and TA supervisor should all be addressed where applicable. Each role should have at least two letters addressing the role, with the understanding that one writer can discuss several aspects. The minimum number of student letters is 4 for professorial faculty members with a one course per term teaching load, and 8 for faculty members with a higher teaching load. Letters should be approximately half from the candidate's list and half from the departmental list.

Student letters should either be submitted in writing and be signed or be submitted from the student's OSU email account. Students should be informed of this requirement in the letter asking them for feedback.

Letters to the students requesting the evaluative review must inform the student as to who will see their review letters.

There has to be one person, who is an OSU employee, in the department who receives the student letters and checks that they are legitimate. This person should be identified in the letter asking them for feedback, and students should be told that this person will read all letters.

The request to the students asking for feedback should explain that their letters will be read by a student committee, whose task it is to summarize the content of the student letters. The request should also mention if, according to unit rules, the student committee will see the names of the letter writers. The names of the members of the student committee do not have to be identified in the request.

If the candidate has not signed the waiver, the candidate has the right to see all student letters and students should be informed of that fact. In this case the unit should start early on requesting student letters, since many students will be reluctant to supply a letter when the candidate can see the letter.