October 24, 2014

Dr. Jillian Smith

Professor of Animal Science

432 Seymour Hall

Western North Dakota University

Pluto, ND 34290

Dear Dr. Smith,

Good afternoon. I am writing you to formally invite you to serve as a reviewer of my course materials. This review will be sued as part of my promotion and tenure dossier/annual review dossier as one of my required alternative demonstrator’s of teaching effectiveness. My department head is supportive of my extension of this invitation and I am excited to potentially have your input as it relates to my course materials. I hope that you will agree to serving as a reviewer and providing me the opportunity to learn from your expertise and experience.

As you consider serving as a reviewer of my course materials I wanted to share with you the expectations of South Dakota State University. The purpose of the review is for an expert outside of SDSU to provide perspective on my course materials. Areas that are encouraged for reviewers to focus on are content appropriateness for course and student level, clarity of materials, and presentation of course information. The reviewer certainly not limited to these areas during the review but these variables should be addressed by the reviewer. The process should focus on both those areas that are currently strengths but also on identifying areas for future improvement. Once completed reviewers are asked to submit a summary letter of the review (sample attached) to the faculty member being reviewed. The letter should not be sent to the department head as the process is viewed as confidential between the reviewer and the reviewee.

I hope that you will consider collaborating with me on this process of a review of my course materials. I am available to discuss this in more detail at your convenience. I look forward to the possibility of gaining your perspective on my course and how I may potentially improve the course moving forward.

Respectfully,

Franklin Jones, Ph.D.

Professor of Animal Science

South Dakota State University

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