

{Date}

Dear Professor {Last Name/Department Chair},

We would like to call attention to Professor {Last Name/Instructor}'s commitment to excellence in teaching and to the success of {her/his/their} students. Professor {Last Name/Instructor} recently invited the Center for Teaching Excellence to conduct a mid-semester feedback session with students in {her/his/their} course, {Catalogue Number: Course Title}. We attended this class on the {date} and {date} of {Month}, {Year}.

Our feedback process asks students to focus on three questions:

1. What is really working for you that helps you learn in this course?
2. What improvements could be made in the course?
3. What can students do to improve their success in the course?

As a general note, sometimes student suggestions can be directly implemented and in other instances, student suggestions are better addressed by explaining more explicitly why the course is organized and run in a specific manner. Best practice after a mid-semester feedback session is for the instructor to discuss the general results with students and to identify a few specific ways she or he will respond to the feedback. We discussed the overall results with Professor {Last Name/Instructor} and possibilities for addressing students' suggestions for improving the course.

We commend Professor {Last Name/Instructor} for engaging in critical reflection on {her/his/their} teaching and {her/his/their} students' learning. This commitment to continual improvement is a defining characteristic of excellent teaching professors. If you have any questions, please contact me at [CTL staff email].

Sincerely,

[Signature of CTL staff]