

## **Santa Fe College**

### **Suggestions for Faculty Members Writing Recommendation Letters**

Mentoring non-tenured faculty members is an important part of the professional development of both parties. If you are asked to complete a letter of recommendation for one of your colleagues to be included in his or her self-evaluation packet, you may want to work with the faculty member in one or more of the following ways:

- Sit in on one or more of the faculty member's classes.
- Review some of the course materials the faculty member has developed.
- Discuss with the faculty member his or her professional goals.

In your letter, you may want to address the following areas:

- What have been your interactions with this faculty member?
- How well does the faculty member manage the classroom environment?
- How effectively does the faculty member communicate with students?
- What methods does this instructor use to improve student success?
- What contributions has the faculty member made to your area and/or to the college?
- What strengths does this faculty member exhibit?
- What goals and/or innovations is this faculty member working on?
- What areas of scholarship or study has this faculty member specialized in?