

Department Chairs and Review Team Members,

On Monday, December 6, 2010, review team members were randomly selected and assigned to specific departments, selection procedure attached. Due to the limited number of available faculty, the teams were reduced to 2 faculty members, 1 member from the Home department and 1 member from an outside department, list of assignments attached. Several departments still need to indicate their faculty member serving as the Home reviewer.

There will be several training sessions for the reviewers, see the attached review guidelines.

Monday, Dec. 13 MH 414 @11am  
HB 111 @11am

Thursday, Dec 16 MH 414 @10am

If you can make one of these times, feel free to contact Dr. Fregeau X6705 for assistance.

The procedure for delivering reports to reviewers is as follows:

Department report should be electronically sent to both reviewers using a "read receipt" option.

I am asking that a separate e-mail be sent to me acknowledging that the report has been sent.

I am asking both reviewers to e-mail once they receive the report.

REPORTS ARE DUE TO THE REVIEWERS BY JANUARY 7, 2011.

If reviewers have a preferred e-mail address to receive materials, please notify the department which you are reviewing and me.

#### TIMETABLE

January	7, 2011	Department reports due to Review Teams
January	28, 2011	Review Team comments due to departments
February	2, 2011	Department responses (optional) to Faculty Review Team comments
March	3, 2011	Advisory Committee writes its DRAFT report
March	16, 2011	Advisory Committee posts Draft report to Navigator