

September 6, 2005

Darin Hammond
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Dear Darin:

Welcome yet again to BYU-Idaho. I'm happy to have you with us in the College of Language and Letters and am excited to work with you.

I'd also like to welcome you to the official Pre-Continuing Faculty Status (CFS) Faculty Evaluation Program. This four-year university program is the process we follow as we assist you in achieving CFS. The program has four principal periods:

1. Orientation and Professional Development
2. Teaching
3. Citizenship and Professional Ability
4. Student Mentoring and Networking

You currently are in the first period of orientation and professional development. I'm providing you with a checklist and overview of the program and general materials on creating a teaching portfolio, suggested criteria for excellent teaching, and guidelines others may use as they observe your classes.

Your department chair will soon explain the program to you, but I will also happily answer questions or concerns you may have.

I'm confident that you will be a valuable contributing member within this unique institution. How can I ease your transition and support you in the significant roles you lead?

Bless you,

Rodney D. Keller