

January 22, 2002

Dear

You are scheduled to begin your CFS Review Year this semester. This assessment of your stewardship as a teacher, advisor, campus citizen, professional, and scholar in your discipline takes place every third year and will extend over the next two semesters. I have included an outline of the Review Year activities and a Faculty Stewardship Review Guide.

You will have an opportunity to account for your stewardship, and your department chair and dean will also strive to provide specific and positive feedback, support, an opportunity for reflection, and will, hopefully, encourage personal and professional development and progress through this process.

By spreading the Review Year over two semesters, we hope it won't get in the way of your teaching and other important duties quite so much. The two semesters also have differing themes -- in the first you will have information gathered that you can use in the second semester to reflect and report.

What do we need from you to make this Review Year work? First of all, don't treat this as just a bothersome task to trudge through. Please provide us with enough information to be able to discuss your stewardship and contributions in detail. Honor deadlines asked of you by your department chair. Finally, approach this as a chance in the midst of your busy life to pause just a bit and reflect upon your work, your employer, your daily efforts, your colleagues, your students, and your future opportunities. Such reflection, carried out honestly and prayerfully, can bless you with new perspectives, reinforce the importance of the work you do, and lead to feelings of affirmation as well as a commitment to self-renewal and growth.

If you have any questions about your Review Year, please feel free to e-mail, call or make an appointment to visit. Best wishes as you start your Review year -- may it be a rewarding and stimulating experience for you.

Take care,

Rodney D. Keller