

September 12, 2003

Dear Kip:

You are scheduled to begin the final half of your CFS Review Year this semester. I have included an outline of the Review Year activities in each semester to refresh your memory, as well as a guideline sheet for the Faculty Stewardship Review. If any of your first semester activities did not take place as scheduled, please let me know.

You will note that your primary duty this semester is to complete a formal Faculty Stewardship Review. Please try to have this done by October 15 and submit it, along with any supporting materials you wish to include to your department chair. After reviewing your report he'll schedule a stewardship interview with you. Finally, I will look through your materials and schedule an interview with you. This will complete your Review Year.

As you approach your review, I ask that you do so thoughtfully and prayerfully. This is an excellent opportunity to pause and reflect a bit about your work, your employer, your daily efforts, your colleagues, your students. Such honest reflection and introspection can bless you with new perspectives, reinforce the importance of what you do, and lead to rewarding feelings of affirmation as well as commitment to self-renewal and growth.

If you have any questions about what you need to do to successfully complete your Review Year activities, please don't hesitate to contact me. Best wishes as you wrap up your Review Year -- may it be a stimulating experience for you.

Take care,

Rodney D. Keller