



Cornell University
Faculty Committee
on Program Review

SAMPLE INVITATION LETTER TO EXTERNAL REVIEW TEAM (ERT) MEMBERS

January 28, 2005

Dr. Richard Anthes
University Corporation for Atmospheric Research
PO Box 3000
Boulder, CO 80307-3000

Dear Dr. Anthes:

Thank you for agreeing to participate in the comprehensive review of our Department of Earth and Atmospheric Sciences scheduled for May 5-6, 2005 on the Cornell campus. The Department of Earth and Atmospheric Sciences here at Cornell University is unique as it is a subset of both the College of Engineering and the College of Agriculture & Life Sciences.

The review team is asked to arrive on campus by Wednesday, May 4th, if possible, for a welcoming dinner with Associate Deans, Spencer and Fry as well the Chairs of the department Teresa Jordan and Steve Colucci. Hotel reservations have been made for you at the Statler Hotel which is located on our campus.

Cornell will reimburse you for your travel expenses. Please retain your receipts for expenses to submit for reimbursement. Cornell will also pay you an honorarium of \$750 for your services.

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I am more than happy to assist you in any way possible as you plan your trip to Cornell. Please do not hesitate to contact me with any questions at (607) 255-5555, or e-mail [insert_email_address here@cornell.edu](mailto:insert_email_address_here@cornell.edu).

I will be in touch with you again as the date of the external review draws closer. We look forward to your participation.

Sincerely,

Michael G. Spencer

William E. Fry