



Cornell University
Faculty Committee
on Program Review

FCPR LETTER TO THE PROVOST TEMPLATE

To: W. Kent Fuchs, Provost

From: Faculty Committee on Program Review (FCPR)

Date: March 22, 2001

Re: External Review of the Department of _____

1. Keep in mind that the object of this letter is to tell the Provost what he/she ought to know about the review; it is not primarily a distillation of the review.
2. Keep it to one page. To make this possible, abbreviations should be used liberally, and formal titles should be kept to a minimum. Introduce acronyms, and then use them in place of the full word (e.g., "The External Review Team (ERT) visited..." Then, subsequently, use ERT exclusively. Likewise, use Penn instead of the formal University of Pennsylvania, CALS instead of College of Agriculture and Life Sciences, CS instead of Computer Sciences, etc. Also refer to people (both males and females) by their last name after the first use of their title.
3. The first paragraph should give the dates of the ERT visit, and department and dean response (needless to say, 11/9 consumes less space than November 9, 1999).
4. The major findings should be bulleted in separate paragraphs, together with the department and dean's response or failure to respond. Mentioning that all agree underscores