
SAMPLE MEMO

TO: Professor Mary Smith
Chair, Academic Standards Committee

FROM: Professor John Brown
Chair, Department of German

DATE: May 1, 2002

RE: NOMINEES FOR DECENNIAL REVIEW COMMITTEE

The Department of German nominates the following list of scholars to serve on the decennial review committee. We ask that someone from each of the three subject clusters be a part of the committee, and we list the names in order of our preference. We have attached a sheet describing the criteria used and the process followed in developing the nominations, a sheet with biographical information on each nominee containing mention of links with the faculty of the Department, and a list of the addresses, etc., for contacting each of the nominees. We do not feel any of the links would interfere with an impartial review of the Department, though professor Andrew's relationship with Professor Witt may be closer than the ASC would like.

The list and rank order is as follows:

PRE-18TH CENTURY 18-19TH CENTURY 20TH CENTURY

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|------------------|-------------------|--------------------|
| 1. Mary Espinoza | 1. Hans Gutte | 1. Susan Elroy |
| 2. Emil Slechta | 2. Karen Cutler | 2. Gustaf Wagner |
| 3. Marvin Wood | 3. Marcelino Leon | 3. Bettina Winkler |
| 4. Katrina Klaus | 4. Raquel Witt | 4. Roberto Klein |

It is our view that the best time for the review will be during mid to late February. That will give us ample time to do the self-study report.