The ________ graduate program in your department is scheduled for review by the Graduate Council during the academic year 2012-13. Your program was last reviewed by an extramural review team during February 2005.

An extramural team will be used to assist in the review. Please provide me with a list of at least 15 names of distinguished potential extramural reviewers, some from other campuses of the UC and the rest from other places throughout the U.S. We will use a three-member review panel. Please divide the list of names into three sections corresponding to your program's sub-disciplines so that selecting one name from each section would yield an acceptable review team. It is important to have one UC reviewer who can advise the others of what is possible within the UC and of how the University works. The names of potential reviewers should be solicited from your entire faculty, and the list should be approved by the faculty, in part to assure that there are no conflicts of interest.

The Graduate Council asks to be assured in writing that the proposed extramural reviewers can carry out a neutral review. The Council is specifically concerned with the following relationships with members of your faculty and potential reviewers: (1) personal friendships; (2) reviewer and UCR faculty member have been in the same graduate or postdoctoral program at the same time; (3) graduate research advisors or post-doctoral mentors; and (4) cooperative research efforts or joint textbook writing. If any of these relationships applies to a potential reviewer, the individual should be eliminated or the Graduate Council should be informed of the facts of the relationship.

Please let me have your list of extramural nominees by March 16, 2012.

We will send you a full description of the review process including required materials within the next couple months.

______ Chair
Graduate Council

cc: Executive Vice Chancellor & Provost Rabenstein
    Dean
    Graduate Advisor
    FAO