Template:

Circulating the Draft Summary Assessment Report

Collaborative Specialization Reviews

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| Date: | [Date] |
| To: | [Leads of participating programs and their Deans; Dean of SGS; VP Academic Programs] |
| From: | [Dean of Lead Faculty] |
| Cc: | [Collaborative Specialization Director] |
| Re: | Review of Collaborative Specialization in [Name of CS] — Draft Summary Assessment |

The Collaborative Specialization in [Name of CS] established in [year date], is undergoing a review this year under the University of Toronto Quality Assurance Process (UTQAP).

As part of the review process, a self-study involving consultations with the core faculty in the specialization, students and staff was completed and submitted to the Dean’s Office in [date]. We trust that, as academic leads of participating programs, you have been informed of this process and that you have had the opportunity to contribute.

As per the University of Toronto Collaborative Specialization Guidelines, I have reviewed the self-study document and developed a draft summary assessment report. It is enclosed for your review.

Please advise by [date] if you have any comments, questions or suggestions regarding the attached document. Thank you in advance for taking the time to review the draft and for your feedback.

I look forward to hearing from you.