UTQAP Template

Decanal Reviews: Commissioning Letter

August 22, 2017

[name of CS Director]

Director, Collaborative Specialization in [name of collaborative specialization]

[division]

University of Toronto

Dear [name of CS Director],

[This is to provide you with initial, formal notice that / As you are aware / As we discussed yesterday….] I will be commissioning a review of the Collaborative Specialization in [CS name]. The periodic review of programs is a critical facet of the University’s commitment to quality assurance. Reviews provide an opportunity to consider academic and administrative issues and assess the performance of our offerings in relation to their goals. The summary of the review report is taken forward to governance.

The first attached Terms of Reference reflect the Quality Indicators articulated in the [Collaborative Specialization Guidelines](http://vpacademic.utoronto.ca/wp-content/uploads/2017/08/guidelines-collaborative-specializations.pdf).

A critical element of the review process is the preparation by the Collaborative Specialization Director of a self-study. This should be an inclusive process involving the participation of the Collaborative Specialization Director, Collaborative Specialization Committee, core faculty, Collaborative Specialization students and staff. The director is responsible for ensuring that the academic leads of all participating programs are aware of the review process and have an opportunity to contribute to the self-study.The resulting self-study should emphasize critical analysis, be broad-based, thoughtful and reflective, and set out a vision for future improvement. It should be structured to address the terms of reference. A self-study template, a copy of the last review and a standardized data set are attached. You are of course very welcome to supplement this data with additional material.

I would be happy to meet with you and the Collaborative Specialization Committee to discuss the review process.

If you have any questions, or if there is any way I or my office can help as you begin the self-study, please let me know.

Sincerely,

Dean, Lead Faculty

cc.

list all deans of participating programs