

November 10, 1977

TO: Marion, Davi, Dean and Noel

RE: Faculty Renewal Information for the Advisory Committee

Would you kindly put together the following materials and give them to me as soon as possible. The Advisory Committee want s to hold a meeting on November 17, 8-10:30 am to consider it. They will first consider the materials and later ask for an interview with the candidate if they feel that is necessary.

1. Update faculty vitae.
2. Course syllabi.
3. Evidence of upgrading of qualifications. A written statement of how far have further progressed on your degree candidacy and your future plans. Letter from your major advisors confirming your splendid progress would also be useful.
4. Instructional format: a brief statement about the role of lab leaders in your course.
5. ~~xxxxxx~~ Commitment to the program: brief statement of your connection with the program, what achieved and continuing commitment to it.
6. Course evaluations: we need to get together and quickly devise a brief, but telling, mid-semester evaluation. It must concentrate on distinguishing out the performance of the instructor (as distinct from the lab or project leaders), as well as on the course content.

Please work on this as soon as you can. Also, the 15th is the Steering Committee date for our recommendations.

Mahalo.

Mini