

From: Jamboor Vishwanatha
To: halushpv@musc.edu
CC: Aleta Wheeler; James Simpkins; Jennifer Trevino; Meharvan Singh
Date: 9/22/2009 12:48 PM
Subject: Request for External Review of an Academic Department

Dear Dr. Halushka:

I am writing this letter requesting your assistance in an external review of our Department of Pharmacology and Neuroscience. I am instituting a periodic review of each of the basic science departments and graduate programs, and this year we will be reviewing the Department of Pharmacology and Neuroscience. During this review, the reviewers will look at the leadership, infrastructure, faculty, support staff, students and budget for the department and provide their feedback to me for developing an action plan. In order to assist you, we will provide you an internal review conducted by the department along with other pertinent documents prior to your on campus visit. During the on campus visit, you will have an opportunity to visit with the chair, faculty, students and staff of the department as well as chairs of other departments and the graduate school leadership. This is an important review process and I am seeking your help. Please let me know if you will be available to assist us in this process. The review team will consist of two outside reviewers and one internal reviewer (from outside the department).

The tentative time line for the review is:

October 1st: Documents mailed out to reviewers

October 26 - November 6: Site visit for a day to day and a half (Exact dates to be finalized in consultation with the review team)

November 20: Final report submitted to the Dean by the review team

We will cover your transportation and lodging expenses and provide you with a modest honorarium in recognition of your help.

I look forward to hearing from you and your participation.

Thanks.

jk

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