

Dear Professor,

I am pleased to write to you to confirm the arrangements for your participation in the external evaluation of the Ph.D. Program in Urban Education at the Graduate Center. The site visit is scheduled for Monday, October 29th and Tuesday, October 30th, 2018. All materials you will need will be sent to you approximately three weeks before the site visit. A \$1000 honorarium, travel reimbursement, and accommodations will be provided by The Graduate Center, CUNY. You will be joined in the review by Professor Beth Rubin of Rutgers University. Please work with Margarita Bazan (mbazan@gc.cuny.edu, 212-817-7238) when making your travel arrangements.

I would like to provide some context for the review and to describe briefly the procedures we will follow. This review of the Urban Education Ph.D. Program is part of the Graduate Center's cycle of external program reviews. The purpose of the review is to examine program quality, to facilitate program improvement, to provide an opportunity for the members of the program to discuss significant issues with external reviewers and seek their feedback, and to inform the ongoing academic planning processes at the Graduate Center.

In preparation for your visit, you will receive documents prepared by the program for the review, including a statement of issues that will provide subjects for discussion during your site visit. It is expected that the work of the reviewers will be essentially finished with the submission of a written report approximately two weeks after the site visit. Our planned schedule for the visit allows for time on the second day (Tuesday) of your visit for you to begin work on the report with Professor Rubin.

I have asked Associate Provost and Dean for Academic Affairs David Olan to work with you during the review process. Questions about the review can be directed to Associate Provost Olan (dolan@gc.cuny.edu; 212-817-7232) and Professor Wendy Luttrell the Executive Officer of the Urban Education program (wluttrell@gc.cuny.edu; 212-817-8281).

Thank you for agreeing to serve as an external evaluator.
Sincerely,

Dr. Joy Connolly
Provost and Senior Vice President