



**Office of the Executive
Vice President and Provost**

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March 7, 2022

Harriet Nembhard
Dean
College of Engineering

Dear Dean Nembhard,

The [Operations Manual](#) requires that reviews of colleges take place at least once every seven years. According to our records, your college is up for review this coming 2022 – 2023 academic year. If your records are different, please let me know.

On behalf of Provost Kregel, I will oversee the review process. I look forward to working with you on this review and will provide whatever support I can in this process. My goal is to administer a review that is fair and accurate and provides you will useful information at the end.

The process starts by requesting the college to organize a representative self-study committee. The Operations Manual has this to say about the self-study committee:

“Self-Study Committee. The Executive Vice President and Provost shall initiate the collegiate self-study by requesting the college to organize a representative self-study committee. The self-study committee shall be organized in accordance with procedures adopted by the collegiate faculty at least one (1) year prior to the year in which the self-study is to occur. Procedures adopted by the collegiate faculty shall be approved by the Executive Vice President and Provost. These procedures shall set forth the size and qualifications for membership on the self-study committee and shall include the method by which members of the self-study committee shall be selected. They shall also provide for what role, if any, the dean of the college shall play in the selection of the self-study committee”.

“The self-study committee is charged with developing the collegiate self-study with the cooperation of the dean, collegiate faculty, staff, and other members of the University community, as the committee determines. The self-study committee has the responsibility for organizing and conducting the self-study in relation to the review topics listed in this policy. The self-study committee will conduct the review so as to ensure broad consultation with the faculty, students, staff, and administration of the college and, if deemed appropriate by the self-study committee, with external constituents of the college”.

As the College of Engineering has recently undergone an accreditation review, this review will be limited in scope. The Provost Office requests that the following areas be the focus of the self-study:

- Develop and refine value proposition(s) on the undergraduate programs in the context of the market and competition to enhance recruitment and increase enrollment
- Increase graduate enrollment through targeted student recruitment
- Increase grant submissions and faculty/staff salary recovery from grants
- Develop a plan for collegiate resource management (faculty salary, hiring, enrollment management, indirect cost recovery)

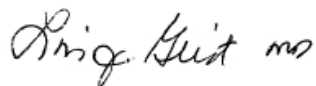
If you have any questions about these areas, please let me know.

It is my request that the self-study be delivered to me by October 1, 2022, with the review to take place prior to the end of the fall semester. The review will take place over three days. Please provide me with block dates in mid to late November or early December for the review to take place. All scheduling will be managed through my office.

The review committee will be made up of individuals from within the University, but outside the college. Please provide me with names of individuals from other units or specific units who have faculty that may provide good insights into collegiate operations.

Please let me know if you have any questions or concerns about the review or the proposed timeline. Please reach out if I can be of assistance.

Sincerely,

A handwritten signature in cursive script that reads "Lois J. Geist".

Lois J. Geist, MD
Associate Provost for Faculty