Dear Colleagues,

The University has approved for us to have a virtual visit for Academic Program Review. The faculty are scheduled to participate during the below days & times.

Senior Faculty: **<DATE & TIME>**

Junior Faculty: **<DATE & TIME>**

Listed below are a few key technical things to know:

* We will be using Zoom to participate in the site visit.
* Sign in with your full name. Please use your Wayne email, if possible.
* Log in at least 5 minutes early, so the meeting can start exactly on time. You will put in the waiting room until the previous meeting ends.
* Mute your microphone when you are not talking.
* Please upload a picture or use video to make the experience more personal.

Please RSVP by **<DATE>** to me. **Note:** To avoid unauthorized persons from attending the meetings, those who have RSVP’d will be permitted to enter the Zoom meeting. Once the date gets closer, a second email will be sent with the Zoom information.

If you have questions about the review, please contact me.

Thanks, again, for participating in the visit.

Sincerely,