

(Date)

(External Reviewer’s Name)

(External Reviewers’ Program)

(External Reviewers’ Institution)

Dear (External Reviewer’s Name),

Thank you for agreeing to serve on the Program Review Team for (Program Name) at Western University of Health Sciences (WesternU.)

As an external reviewer, you will be expected to:

1. Review the program’s self-study document and any accompanying appendices;
2. Engage in additional information-gathering activities on site from (Date) to (Date), 201\_\_. It includes identifying and meeting with the program review self-study committee and other members of the program under review to substantiate the validity of findings in self-study report. The reviewers may request additional documents or they may request to visit facilities and other relevant campus sites and constituencies;
3. Debrief program leads and program members to discuss preliminary findings;
4. Prepare and submit a formal report that assesses program quality, identifies strengths and weaknesses, and makes recommendations for improvements; and
5. Preserve confidentiality of findings beyond the Program Review Team and WesternU faculty, staff and administrators.

We are able to offer you an honorarium of $\_\_\_\_\_\_\_ for your services. Reimbursements for the travel expenses will be made through the Office of Institutional Research and Effectiveness (IRE). Heather Simmons (hsimmons@westernu.edu) will contact you about travel arrangements, and take care of your honorarium and reimbursement.

We greatly appreciate your willingness to serve as an external reviewer. Your assessment of our program will be crucial assisting us to improve the program’s quality.

Please sign and date, then forward to Juan Ramirez, Director of Institutional Research and Effectiveness at jramirez@westeru.edu to acknowledge your intention to participate.

We look forward to working with you.

Sincerely,

Juan Ramirez, Ph.D.

Director, Institutional Research and Effectiveness

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Signature or Reviewer Date

cc: Provost

 Dean of College

 Department Chair

 Program Chair

 Program Review Committee