

**ILLUSTRATIVE LETTERS – INVITATION TO EXTERNAL REVIEWERS****SAMPLE 1**

Dear Prof. ( XXXXX )

It was a pleasure to speak with you the other day, and to learn of your interest in serving as an external reviewer for the ( ) program at Bowling Green State University. Attached please find the program's Self Study document, and a guidelines document that will help to frame your work.

Your visit will be coordinated by ( XXXXXX ), who I am copying on this note and who will be in touch with you soon about your visit. Your travel, hotel, and meal expenses associated with your visit will be covered by Bowling Green State University through reimbursement. While on campus you will need to complete and sign our payment form, so that your (not to exceed \$XXXX) stipend can be processed upon receipt of your report by the Provost's office.

We very much appreciate your interest in visiting us and we look forward to working with you. In the meantime please do not hesitate to contact me if I may answer any questions you might have.

Best regards,

Dean, School of ( XXXXXX )

**SAMPLE 2**

Dear Dr. [name],

On behalf of \_\_\_\_\_, I am writing to invite you to serve as an external reviewer of Bowling Green State University's \_\_\_\_\_ major, in the spring/fall of 20\_\_\_. Bowling Green State University reviews each academic program on a six-year cycle and welcomes your contribution to that process.

As an external reviewer, you would agree to review a self-study of the program along with supporting documents, participate in a face-to-face or virtual interview with program faculty, and write a short evaluation. The college will pay you a stipend of \$XXX after receipt of the report.

I would appreciate it if you would respond to this invitation as soon as possible to indicate whether you will participate in the review.

Thank you for your assistance in helping Bowling Green State University maintain the excellence of its academic programs. If you have any questions, please feel free to contact me or the Office of Institutional Effectiveness at XXXXX.

**SAMPLE 3**

Invitation to External Reviewers  
(DEPARTMENTAL LETTERHEAD)

(DATE)

Dear \_\_\_\_\_ (NAME),

You have been recommended as a person highly qualified to review and evaluate \_\_\_\_\_. We believe external evaluations contribute substantially to the academic review process, and we would greatly appreciate your willingness to serve in this capacity.

If you are willing to accept our invitation, we solicit your comments regarding the depth, originality, reliability, importance, significance, visibility, and productivity of the \_\_\_\_\_ (NAME of Program/Cluster). Your evaluative comments based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our review in light of continuous improvement.

In order to complete our review, I hope we might have your response by \_\_\_\_\_ (DATE).

Should you decide not to accept our invitation to serve as an external reviewer for \_\_\_\_\_ (PROGRAM/CLUSTER NAME), we would appreciate learning of that decision at your earliest convenience. A telephone call to me at XXXX would facilitate our selection of another reviewer if you cannot accept our invitation. In either case, please be assured that we are very grateful for your consideration of our request.

Sincerely, \_\_\_\_\_ (DEPARTMENT/CLUSTER CHAIR)