

Sample Email for Deans to Send to External Review Team

Dear _____,

On behalf of North Island College, I am writing to invite you to serve on a three-person External Review Team for North Island College's **insert program name**, in **insert month or specific dates**.

As part of the institution's Program Review Process program areas undergo a self-study, external review, action plan and final report every seven years. Your participation as an external reviewer will provide an assessment of the program's strengths and areas for enhancement. We would appreciate you providing us with a candid and informed assessment of our program.

The **External Review Team** consists of three members: one of whom will be a North Island College faculty member with knowledge of the program but is not a member of the program. The other two members are peers from other institutions who have expert knowledge of the program area.

As an external reviewer you would agree to review the program's self-study report along with supporting documents and then participate in an onsite visit or web conference interviews held over one day with the dean, program review chair, faculty, students and other stakeholders. This visit and set of interviews would occur in **insert month or dates**. You would also agree to write a collaborative assessment of the program of no more than ten pages. The College would cover your travel, accommodation and food costs, along with an honorarium of \$500.

I would appreciate your response to this invitation as soon as possible to indicate whether you would be able to participate.

If you are able, I will pass your response on to Dr. Liesel Knaack, Director, Centre for Teaching and Learning Innovation who has overall responsibility for managing the program review processes along with co-ordinating the site visit for all external review team members.

Thank you for considering this invitation.

Sincerely,

Dean Signature