Dear X,

Based on your record, our department believes you would be a great fit to serve as an external reviewer for Western Kentucky University’s {insert} program. I am writing to inquire whether you would be willing to be added to the pool of reviewers our dean will choose from.

As part of our [Academic Program Review](https://www.wku.edu/academicaffairs/apr/apr.php) process, WKU requires each academic program to be reviewed by a committee comprised of 1) two reviewers external to WKU who are also experts in the field and who have experience as program coordinators or department chairs. External Reviewers participate in a brief Zoom training, read the program’s self-study of 15-25 pages, travel to WKU for a full-day site visit with the full review committee (the two external reviewers plus two internal reviewers from WKU), and collaborate on a written report of about 3-10 pages.

We anticipate our site visit will take place {insert estimated dates}. External reviewers who serve as committee chairs will be paid a $1500 stipend plus travel expenses; external reviewers who serve as committee members will be paid $1000 plus travel expenses. Chairs receive additional compensation because they have primary responsibility leading in the report writing. In cases where we ask external reviewers to review two programs each reviewer earns $2250 and each chairs one of the committees.

As you might imagine, our past external reviewers have found this process a meaningful way to provide service to our discipline, to learn about a peer’s programs, and to think about ways they might make improvements to their own programs.

I am happy to have a telephone conversation to provide you with more details about our process if you would like more information. Otherwise, please let me know **whether or not** you would be interested in serving and if you think you would be available during the proposed times above. If so, I will forward your information to our dean, and {s/he} will make two selections from our pool by November 1. I will let you know before then if you were selected.

Thanks for your consideration—again, please don’t hesitate to contact me if you have any questions.

Sincerely,