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.)

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 30. 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,