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(College, Office of the Dean Letterhead)

Month date, year

Name, Degree

Title

Institution

Address

City, State Zip

Dear Dr. XXX:

Thank you for agreeing to serve as chair of the external review team charged with evaluating the XXXXX program in the XXXXX Department at the University of Minnesota Duluth. This letter confirms your participation in the review, which will be held Month Date-Date.

For these activities and responsibilities, you will receive an honorarium of \$900. Additionally, your travel expenses to and from this campus will be covered, as will your meals and lodging in Duluth. XXX in the XXX Department will be in touch with you soon in order to make the necessary travel arrangements and room reservation for you. Please retain all other pertinent itemized and dated expense receipts when you travel for the visit for proper and timely reimbursement. The University does not reimburse for alcohol, long distance phone calls, or fees for airline reservation changes.

Several weeks prior to your campus visit, a member of my office will send the program's self-study report and materials, the team's evaluation form, and a draft visit schedule. If the team would like additional information or suggests changes to the visit schedule, please let us know by [insert date 4 weeks before visit].

The first event on the team's schedule is dinner with Executive Vice Chancellor and Provost Rebecca Ropers, XXX and me at 5:30 pm on Day, Month Date at the Boat Club Restaurant located on the lower level of your hotel building. During dinner, we will discuss aspects of the program we would like the team to address during the visit and answer any questions the team may have about the review process. The site visit will conclude with an exit interview involving this group as well. The team's completed evaluation form should be submitted to me within six weeks after your visit.

The additional member of this review team is:

Name, Ph.D.

Title

Institution

Email:

Phone:

Thank you again for your willingness to participate in this review. If you have any questions or concerns, please feel free to contact me at [insert email address] or 218-726-XXXX. To learn more about our campus, please consult our website at www.d.umn.edu.

Sincerely,

NAME

Dean, College

cc: Dean's Office Staff
Department Head and Staff
Jennifer Mencl, AVC
Rebecca Ropers, EVCP