

Sample Letter of Agreement for Reviewer

Dear [Name],

I am pleased that you have agreed to conduct an external review of our [name program] program on [enter date]. As we begin to plan the review process, I wanted to outline your responsibilities before, during, and after the site visit, as well as the compensation you will receive for your services.

Responsibilities:

- Review self-study report and other review materials prior to site visit (these materials will be sent at least two weeks before your scheduled visit).
- Participate in a two-day site visit at the University of Tennessee at Chattanooga (UTC) where you will meet with faculty, students, alumni, and upper level administrators.
- Complete the THEC academic program review rubric (required by the state of Tennessee) on the **last day** of the site visit.
- Complete a narrative report of your findings **within two weeks** of your site visit (use guidelines provided)

Compensation for Review:

You will receive a \$1,000 honorarium for your services, and we will also reimburse you for all travel costs (hotel, mileage, parking, airfare, meals, etc.) for the two-day, two-night visit. Some additional details to note are listed below.

- Our department can assist you with making hotel reservations in the area to ensure that you will be getting the State rate.
- If you do plan to fly, please be sure to get approval from our department if the airfare will cost over \$500.
- You will be paid your \$1,000 honorarium after our department has received the narrative report of your findings.
- Please save all receipts and turn them into our secretary before you leave town so we can reimburse you for your expenses.

If you have any questions about the external review process, please do not hesitate to contact me at [insert contact info].

If you agree with the terms described in this letter, please fill in the following lines and email [insert email address] the completed document at your earliest convenience.

Name (please print)

Signature

Date

Thank you,

[Department Head name]