Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The \_\_\_*Your Program Here*\_\_\_\_ Department/Program at Western Oregon University is performing a review of our academic programs during the 202x-2y academic year. The process involves a self-study followed by an external review. Based on your experience at \_\_\_*Their College or University*\_\_\_\_\_\_\_, our faculty think you would bring a valuable perspective as the external reviewer for our program.

The external visit would ideally occur in \_\_\_*Enter Target Term\_\_\_*, but our timeline is flexible. The external reviewer is expected to perform a campus visit to meet with faculty, students, staff, and administrators at WOU, and to submit a formal written report within two weeks of the visit. The external reviewer receives a $1000 stipend for their work. WOU will cover travel, lodging, and meals for the visit.

Our department will forward a list of potential reviewers to the Provost’s Office for consideration. Would you be willing to be considered as a potential reviewer?

Thanks for considering our request.