

# 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 virtual visit, as well as the compensation you will receive for your services.

## Responsibilities:

- Review self-study report and other review materials prior to virtual visit (these materials will be sent at least two weeks before your scheduled visit).
- Participate in a two-to-five day virtual 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 virtual visit.
- Complete a narrative report of your findings **within two weeks** of your virtual visit (use guidelines provided)

## Compensation for Review:

You will receive a \$1,000 honorarium for your services, for the two-to-five day virtual visit. Some additional details to note are listed below.

- You will be paid your \$1,000 honorarium after our department has received the narrative report of your findings

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 fax [insert fax number] or scan and email [insert email address] the completed document at your earliest convenience.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you,

[Department Head name]