Dear Dr. [name],

On behalf of Goshen College and Academic Dean Jo-Ann Brant, I am writing to invite you to serve as an external reviewer of Goshen College’s \_\_\_ major, in the spring of 20\_\_. Goshen College reviews each academic program on a five-year cycle, and welcomes your contribution to that process.

As an external reviewer, you would agree to review a self-study of the program along with supporting documents, participate in a face-to-face or Skype interview with program faculty, and write a short evaluation of no more than 10 pages. The college will pay you a stipend of $500 after receipt of the report.

I would appreciate it if you would respond to this invitation as soon as possible to indicate whether you will participate in the review.

Thank you for your assistance in helping Goshen College maintain the excellence of its academic programs. If you have any questions, please feel free to contact me or Justin Heinzekehr, Director of Institutional Research and Assessment (ir@goshen.edu).