TEMPLATE to Outreach to Reviewer Nominees

Please alter and adapt as you see fit

Dear Name,

The Unit Name Program at the University of New Mexico is conducting an Academic Program Review (APR) during Fall/Spring Year. We have selected the week of \_\_\_\_\_\_\_ and \_\_\_\_\_\_. I, Chair/Director Name, Title, wish to nominate you to serve as a member of the review team for our APR. All nominees are reviewed for approval by the Dean and Provost Offices. The service involves a 3-night stay in Albuquerque for a 2-day or 2 ½ day site visit. As a reviewer you will receive honorarium in the amount of $1000/$750 (external/internal). UNM will reimburse all travel expenses. The charge of the review team is to highlight the strengths of the program, illuminate areas of opportunities or concerns, and to share recommendations how the program could address such areas. Concluding the site-visit, an official written report elaborating on your observations, thoughts, and recommendations is due about 6 weeks after your visit. The review team will be provided a comprehensive self-study report approximately a month in advance of the site visit along with all materials needed to prepare for your role. You will fly out to Albuquerque the day before the meetings begin and depart either the day after or during the afternoon on Day 3 depending on reasonable flight times meeting your needs.

If you accept this nomination and are available to travel to UNM campus during the weeks stated above, then I will complete our internal form. In the coming weeks after nominations are approved, I will be in touch to narrow down the official site-visit days that work best for our program and all review team members.

With much appreciation for your consideration to serve as a reviewer, I look forward to hearing from you or answering any further questions you may have.

Respectfully,

Email signature

\*\*Often included may be the APR Manual (referencing pages 13-19) and the Reviewer’s Guide for additional information

Additional Guidance

*It is often shared by your colleagues – that they are unsure whether to reach out to several candidates or the desired few (first choice picks) then go down the list if they say no*

**Below are 2 options I hear about the most**

1. You can reach out to several nominees, wait for response and agreement of interest/service. Usually this is where you mention the two weeks you plan to host the site visit.
	1. Of those that say yes, you complete the nomination forms and send to the Dean for signature (or I can send for signature)
		1. Ideally, we send all forms at once for review/signature
	2. Sometimes Chairs only reach out till they have 3 who agreed to serve – this is fine to do so, but I would still complete a few extra forms on alternates in case someone drops out and then you could outreach to an alternate who is already approved to see if they are able to serve as a reviewer
2. You can complete nomination forms upfront, have them approved/signed by the Dean/AP, then outreach to the nominees to see if they are interested/available to serve.
	1. You might start with your top choices, that way if they say yes – you wouldn’t have to contact your alternates once you have your team selected.
	2. Sometimes this approach can be unfruitful if all of your nominees say they are unavailable – you would have to start over with new nominations and forms for approval

Once nomination forms are signed by both the Dean and AP, you will need to select the final review team members and official site visit dates. There is usually some back and forth with the reviewers on picking the best dates that work for everyone to host the site visit. The reviewers are agreeing for a 3 night stay regardless of a 2-day or 3-day visit. They would fly out the day before and either fly home the day after a 2-day event (ends at 5pm) or the afternoon/evening of a 3-day event (ends at 12pm) – this may reasonably extended to the next day if flight times are horrific for the reviewer.

Once you have your official team and official site-visit dates, you will inform me and I will formally contact the team to introduce myself and go over logistics (I usually cc you on my first contact email). But essentially, I will take over as the liaison while you continue to work on the self-study.