Sample Letter to Visiting EPR Reviewers

Dear [NAME],

Thank you for your willingness to serve on the review team for the [program name] program’s External Program Review Process. These reviews are recommended by the Northwest Commission on Colleges and Universities and mandated within the University of Idaho. Their primary function is self-assessment and evaluation to provide information to the program for quality improvement purposes.

The review team includes yourself, [name, affiliation, phone, email], [name, affiliation, phone, email], and [name, affiliation, phone, email], with [name] chairing the review team. This review will be conducted [on the Moscow campus/at sites statewide], and will last \_#\_ days. The goal is to complete the entire review process, including your evaluation report, by [date].

The program has produced a self-study including the mission and vision, curricular considerations, enrollment and retention summaries, and recent innovations or changes to the program. Enclosed are Guidelines for the team review process, the program self-study, the University of Idaho Strategic Plan, and the College Strategic Plan. Additional data or information that will help you to evaluate the quality and effectiveness of the program (e.g. interviews with faculty or administrators, conversations with students, etc.) will be available when you are here, or earlier at your request. During your initial meeting with the unit administrator and key university-level administrators, you may be provided with a specific charge or questions from the Dean for your consideration during the review.

Attached is a copy of the team’s schedule for the visit. You will be given time upon arrival to plan out your approach. During the visit you will be provided time, space and resources for report development and writing. Before you leave the university, your team will hold an exit conference with key university and college administrators (e.g., Dean, Vice Provost, Vice President, Dean of Graduate Studies, if applicable, and/or Vice President for Research), and a representative from the UI External Program Review Committee). At this time you will be asked to share verbally the findings that will appear in your written report.

When the evaluation process has been completed, the team will submit a written review with evaluation and recommendations for the program (within 30 days of your review, by [date]). Your verbal and subsequent written reports should include your reflections and judgments about items listed in the Team Report Guidelines attached.

Each year after the review, the unit is required to report progress on plans made based on the results of the review. We will endeavor to provide the review team members a summary of these reports.

Please do not hesitate to contact me [phone, email] with questions about the self-study or the site visit, or the Associate Director of Institutional Research and Assessment (208-885-7995, [ir@uidaho.edu](mailto:jane@uidaho.edu)) with questions about the EPR process or procedures.

Sincerely,

[Unit Administrator]

Cc: [VP, Dean or Department Chair]

Attachments: Team Guidelines, Self-Study, University/College Strategic Plans, Team Visit Schedule, Team Report Guidelines, other requested

6/2013