

APPENDIX J

EXTERNAL REVIEW PANEL INVITATION LETTER

[Date]

[Contact Information]

Dear [name]:

The UCLA Student Affairs Organization is committed to conducting comprehensive program reviews that ensure our programs and services are ready and able to meet the needs of an ever-changing student body. In addition, we believe the program review process provides a powerful vehicle for answering public calls for increased organizational accountability and providing documentation of Student Affairs' valuable contributions to student learning and development outcomes. The UCLA [Department Name] is preparing to complete the program review process in the upcoming year. You have been identified as someone who would be a very valuable resource in the process given your extensive knowledge and experience in the field of [department functional area]. Therefore, I am writing to invite you to serve as a member of the external program review panel.

The primary responsibilities of the 2-3 member external review panel are to evaluate the department in its national context, offer insight on issues and trends of relevance to the department, and make recommendations for improving departmental performance. Guided by findings from the department self-study and your professional expertise, the external review panel will conduct a 2-3 day site visit during which will have a chance to meet with members of the self-study team, department staff, faculty, students, and others; and meet as a review team to discuss preliminary findings. The panel will be asked to submit a written report six weeks after completing the site visit. The report should offer an assessment of the department's goals, programs/services, organizational practices, and resource allocation decisions as well as provide recommendations regarding future improvements. For more information on the UCLA Student Affairs Program Review process, including the expectations of external review panel members, please visit the Program Review website (http://www.sairo.ucla.edu/program_review.html).

As a token of our appreciation, external reviewers will receive an honorarium of [insert amount] in addition to reimbursement for all travel, lodging, and meal costs associated with the site visit. Once you confirm your interest and availability to serve on the external review panel, a department staff member will coordinate the process of scheduling the site visit and assist you with travel arrangements.

I hope you will accept this invitation as I believe you will make an outstanding contribution to this team and may find as well this to be a productive project. You will receive further communications and additional information from the Director and staff of [Department Name] as a follow-up to this invitation. However, please don't hesitate to contact [Name of Department Director] or me, if you have any questions. Thank you in advance for your willingness to consider this request.

Sincerely,

cc: