Colleagues,

Thank you again for serving as external reviewers for Western Kentucky University’s Academic Program Review (APR) process for the XXX program. Your participation is vital in helping us make our excellent programs even stronger.

Here is a link to the program’s self-study and the supporting documents: [insert link]

The self-study, supporting documents documents, along with the site visit, are the basis for the program review you will write.

Dr. Rob Hale from WKU’s Provost’s Office will contact you in the next few weeks to schedule a 45-minute Zoom orientation (those of you with February and early March site visits may have already been contacted) a week or two before the site visit. He will discuss the [WKU Guide for Academic Program Review Committees - 2024](https://www.wku.edu/academicaffairs/apr/documents/wku-guide-for-academic-program-review-committees-2024.pdf), direct you to [other resources](https://www.wku.edu/academicaffairs/apr/apr-review-committee-resources.php), and give you a sense of what to expect from the process. I encourage you to review the self-study, supporting documents, and The Guide before your meeting with Dr. Hale.

If you have questions about the process, feel free to contact Dr. Hale. Dr. X, the department chair, can answer any logistical/scheduling questions. I’m also happy to answer any questions.

Sincerely,

Dean or Associate Dean