Review Committee Initial Charge Letter/Email Template

Dear W, X, Y, and Z,

Thank you for agreeing to serve on the Review Committee for the [insert program name and #]. One of the vital components to WKU’s process is participation of external and internal WKU faculty. The Academic Program Review (APR) process is an essential part of WKU’s ongoing efforts to ensure the educational mission is being met through the delivery of academic programs. The APR is intended to:

1. Assess the quality and effectiveness of academic programs.
2. Identify program strengths and opportunities for improvement.
3. Encourage accomplishment of both short- and long-term goals and objectives.
4. Establish program action plans and strategies for continuous improvement.
5. Ensure that current and proposed degree programs are aligned with WKU strategic priorities, mission, and purpose.
6. Utilize the information collected through the APR process to inform planning and priorities at the university level.

We are grateful that [insert name of external reviewer who will chair] has agreed to chair the committee.

To ensure that we have an effective and organized process, we have created a web page with detailed information about [Academic Program Review](https://www.wku.edu/academicaffairs/apr/apr.php) at WKU and below is a list of primary roles and responsibilities for the committee.

**Review Committee Chair**

* Sets the individual meeting agendas during the campus visit and leads meetings
* Makes specific assignments to Review Committee members, overseeing the review process, producing the report, getting feedback from the committee, and submitting the final report to the dean

**Review Committee**

* Use the Review Committee Guidelines, Template, and Rubric and to respond to the italicized directions in each section.
* Work with Review Committee Chair to produce narratives (usually 3-10 pages) that include:
* A completed rubric (one per committee)
* A summary of the activities of the Review Committee and materials reviewed
* An evaluation of the strengths and weaknesses of the program
* Advice to the program, dean, and/or provost for improving the program
* Recommendations for future directions
* Specifications for any necessary follow-up action

In the coming weeks [insert name of department chair], chair of the [dept. name] Department will contact you to begin coordinating the campus visit and to answer any procedural questions. [Insert College Concierge] from our college and Dr. Rob Hale ([rob.hale@wku.edu](mailto:rob.hale@wku.edu)) are available to answer questions. Dr. Hale will contact you well before the site visit to organize a Zoom orientation meeting a week before the campus visit.

If you are one of the reviewers external to WKU, once the campus visit has been set, we will contact you to gather financial information so that we can compensate you in a timely fashion.

Thanks again for your willingness to serve on this important committee.

Sincerely,

{insert dean}