



Type Name of the Office or Unit Here

4400 University Drive, MS XXX, Fairfax, Virginia 22030  
Phone: 703-993-XXXX; Fax: 703-993-XXXX

*{Insert Date}*

*{Insert Name}*

*{Insert Address}*

Dear Professor *{Insert Name}*:

On behalf of the *{Insert department}*, I would like to invite you to serve as a member of the Academic Program Review (APR) External Review Team for our department's self-study in the *{Insert College Name}*. The External Review Team typically comprises two to three disciplinary leaders who are well positioned to evaluate and suggest recommendations for further strengthening one or more of the academic areas covered by the unit. I am pleased to invite you to participate in this internal university review process as a colleague familiar with related academic programs and associated scholarly *{and or creative}* activities. Our department is hopeful that you will be available to lend your experience, knowledge, and insights to this endeavor.

Upon acceptance of this appointment, I will send you a team charge describing the specific criteria for reviewing the unit and its programs, information regarding your responsibilities as a member of the External Review Team, and details for coordinating travel and accommodations. To assist you in determining your availability, the unit has identified the following potential site visit dates:

- *{Insert Date}*
- *{Insert Date}*
- *{Insert Date}*

In appreciation of your time and efforts, the College of *{Insert College Name}* will cover the costs of travel, lodging and meals during the site visit and will pay you an honorarium of \$XXX (typically between \$1,000 and \$1,500) upon receipt of the final team report.

Thank you for considering this opportunity to help our department strengthen and improve. Please let me know by *{Insert Date}* whether you are able to serve and the dates you would be available to come to campus for a site visit. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

*{Insert Name}*

*{Insert Title, Department}*

George Mason University

*{Insert Email}*