#  UTQAP Template

# New Program: Invitation Letter to Reviewer(s)

# Appraisal Template

Please note: external appraisals of new graduate programs must incorporate a site visit. External appraisals of new undergraduate proposals are normally conducted on-site but may be conducted by desk audit, video conference or an equivalent method if the external reviewer is satisfied that the off-site option is acceptable.

Dear Professor [name],

I am writing to ask you if you would be willing to serve as a [reviewer/member of the review committee] for the external appraisal of the proposed [program name] in the [Faculty/Division] of the University of Toronto.

[Brief paragraph about the proposed program, rationale, and about the unit offering the program]

As part of our institutional Quality Assurance Process, the University of Toronto commissions external reviews of all proposed undergraduate and graduate programs prior to consideration by the appropriate levels of university governance. The review is intended as an opportunity to assess the proposed program against leading international programs in the field; to secure recommendations on areas of improvement; and to highlight innovative aspects of the proposed program. The external report, along with administrative responses, will be submitted with the proposal to our governance bodies and, pending approval, to the Ontario Quality Council.

We would greatly value your input as [one of] the reviewer/s for the proposed program. The site visit is normally one day in length. The University will cover your travel and accommodation expenses and provide a modest honorarium. If you are willing to serve as an external reviewer, please let me know whether your schedule would permit you to visit us in [month, year].

I would happy to arrange a time for us to speak regarding the program or the review if you feel this would be helpful.

Sincerely,

Dean/Vice-Dean