## External Review Team – Sample Charge Letter

Dear Review Team,

Thank you for agreeing to serve on the APR Review Team. Please examine the department and its programs and make recommendations that will help in planning improvements. Your resources are a self-study report prepared by the department, copies of materials from the program’s last review (if appropriate), information you gain through personal interactions while visiting the University of Wyoming, copies of strategic plans and goal-setting documents at the department, college, and/or university level, and any additional information requested by you or by the department.

Within the broad charge of recommending ways the department can continue to improve are some specific questions that we would like you to address:

* Based on the data / information provided in the self-study report or gathered by the external review team, what are the department’s overall strengths and weaknesses?
* How well do the department’s strategic goals align with those of its college and with those of UW?
* How would you compare this department with its peers?
* What improvements (including student learning and faculty development) has the department made since the previous program review?
* With only current resources or a modest infusion of new ones, what specific recommendations could improve the department’s performance, marginally or significantly?

This letter provides you with background on the Department of XXX and explains the expectations for our upcoming external review. Below is a summary of the department and its programs providing the number of graduates per degree program from the previous five years.

Please address the department’s contributions to two guiding strategic initiatives developed by the University of Wyoming. The first of these is a document our strategic plan, *Breaking Through: UW 2017-2022*. The other is the College/School of YYY’s strategic plan. Summaries of both documents will be provided to you upon your first meeting.