Dear Professor,

The Graduate Center of the City University of New York’s doctoral program in Urban Education is undergoing a self-study and external program review this year. The faculty of the program have identified you as someone they would like us to consider as one of two external reviewers. I am writing to ask if you would be willing to be considered as a possible reviewer for our program.

The potential dates for the site visit in Fall 2018 are October 22-23, October 29-30, and November 5-6, which is a Monday and Tuesday. The responsibilities of the reviewers are to read the materials prepared by the program as part of their self-study (sent to the reviewers about 3-4 weeks prior to the site visit), participate in the two-day site visit, and co-author a report of findings and recommendations. There is a $1,000 honorarium for the review, and of course, we will cover all travel expenses.

The final selection of reviewers will be made by our Provost and Associate Provost. If you think you would be able and willing to be a part of the review team, could you please e-mail me a copy of your CV as an aid to the Provost and Associate Provost in making their decision.

I would be very happy to answer any questions you might have about the review process.

Thank you,

Tamra