November 17, 2017

Name of External Reviewer

Mailing Address

City, State and Zip

Dear Name of External Reviewer:

Thank you for accepting Stanislaus State University’s invitation to be an external reviewer for Name of Unit To Be Reviewed. We look forward to seeing you on campus Dates of Site Visit.

The university will cover travel, lodging and meal expenses according to Stan State Travel Policy [(Click here for policy)](https://www.csustan.edu/financial-support-services-gateway/staff-faculty/travel-overview#Traveler-Responsibility). We will also offer an honorarium of $X,XXXX (Approved Rate of Pay) for undertaking this activity.

As an external reviewer you would be asked to:

 • Interact with the Review Committee via email and phone.

• Evaluate a self-study.

• Interact with program review committee members.

• Conduct a one- and one-half day site-visit.

• Submit a written report within two weeks of completing your site visit.

Please follow the links below to fill out Consultant Agreement and Payment Forms. You must email signed forms, including this contract document, to Ashlea Eaton, (aeaton@csustan.edu) at your earliest convenience. If needed, she is available to assist and walk you through these forms via telephone (209-667-3997) or email.

• Special Consultant Agreement Form – Read and Click “I Agree” at bottom to get to fillable form.

<https://www.csustan.edu/hr/employment-services/recruitment-employment-transaction-services/special-consult-agreement>

• W9 –Taxpayer Identification Number and Certification form

<https://www.csustan.edu/sites/default/files/FinancialServices/Documents/w-9_form.pdf>

• Authorization Form for Electronic Payment

[https://www.csustan.edu/sites/default/files/groups/Financial%20%26%20Support%20Services%20Gateway/documents/employee-eft-form.pdf](https://www.csustan.edu/sites/default/files/groups/Financial%2520%26%2520Support%2520Services%2520Gateway/documents/employee-eft-form.pdf)

Please let me know if you have additional questions or concerns pertaining to your participation as an external reviewer. I can be reached via email Contact Email Address or phone Contact Phone Number.

Yours truly,

Name of Division VP

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Name of External Reviewer Date