

## **Sample Letter for External Reviewers of New Academic Programs**

Date

Address

Dear

I have been informed by Dr. Patrick Kelly, Professor of Biological Sciences at California State University, Stanislaus, that you are an excellent person with the experience and knowledge to review our proposal for a Master of Science/Professional Science Master in Ecology and Sustainability.

This is an invitation to request your willingness to provide such a review. We welcome your honest critique as we want the proposal to be conceptually strong and clear in narrative before its submission to the CSU Chancellor's Office.

We are continuing to revise the proposal and have underway efforts to enhance the sections relating to student demand, employment opportunities, and labor workforce statistics.

If you are willing to provide a review, a response within three weeks -- by xx -- is most appreciated. This would allow us to meet the short timeline for submission to the CSU system. We know your time is valuable, and we appreciate your willingness to assist CSU Stanislaus.

You may email your response to me at xx.

The draft proposal is attached for your review. Again, thank you for your consideration of this request.

Sincerely,

College Dean