**Suggested letter of invitation for externals to act as reviewers in a periodic review**

# Dear

The University of Liverpool has a method for periodic review of subject areas, which forms an important part of the University’s procedures for quality management and enhancement. The reviews are intended to provide the subject areas concerned, and the University, with insights into the quality of teaching and learning provision, and to produce agreed action points towards the enhancement of quality. The reviews are conducted in a constructive and collegial spirit, and involve the consideration of documentation including a self-evaluation document (SED) and programme specifications; each review also includes a series of meetings on clearly defined topics. These meetings may conducted either online or in person.

Each review team includes a number of internal representatives, together with an experienced senior academic from a relevant department in a comparable University. Your name has been suggested in this context by the Department/School of ------ and I am writing as Chair of the Periodic Review Panel to enquire whether you would be willing to act as the external reviewer for the periodic review of ---------. I have enclosed for your information a copy of the University’s procedure for periodic review.

Your role would include the following:

* Availability to take part in review meetings, either in person or online (usually via Zoom or Teams);
* Reading advance documentation (normally made available to you at least three weeks before the review event) and identifying lines of questioning for all meetings;
* Reviewing the programme specifications in advance and identifying areas for scrutiny and discussion during the meetings for the purpose of revalidating all programmes covered by the review;
* Commenting on the quality of documentation provided, including the SED;
* Chairing or co-chairing meetings as requested by the Panel Chair (normally related to the curricula);
* Contributing to the overview report on the review, including making a judgement on the quality and standards of the provision, providing constructive criticism to the department/school and making recommendations on where improvements could be made (by an agreed deadline, usually within three weeks of the event);
* Providing brief written feedback on the periodic review process.

There is a fee of £750 (taxable).

Please let me know whether you are willing to participate in this review and I will then be in touch to give you more details about the arrangements. If you have any queries please do not hesitate to contact me, or the Panel Secretary ----[NAME]----- at ---[CONTACT DETAILS]---------.

Yours sincerely,

Chair of the Periodic Review Panel for ---------------