

External Reviewer Sample Scope of Work



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1. Services to be Provided

[Program] hereby retains [reviewer] and [reviewer] agrees to perform the following services:

- Review documents, websites, and other materials provided by [program] prior to conducting a site visit at the University of Northern Colorado;
- Conduct a site visit at the University of Northern Colorado on [date(s)] that includes meeting with individuals and groups, evaluating facilities, and reviewing any additional materials requested by [reviewer];
- Provide a written report to [program] by [date] – should be no later than 30 days following the site visit]. The report should include the following sections:
 - Reviewer's name, title, and affiliation
 - List of individuals/groups with whom reviewer met on campus
 - List of documents and materials reviewed
 - Description of program strengths
 - Discussion of program weaknesses or challenges
 - Recommendations for future action
- Correct any factual errors to the report as requested by the program and provide a final copy by [date]. [optional]

2. Compensation [choose one of the two options indicated below and delete the other in the final document]

The following fees shall apply:

\$____ for services, inclusive of expenses.

Option 1: Compensation will be provided in a single payment within 30 days upon receipt of the final written report.

Option 2: Compensation will be provided in two equal payments with the first payment on [date] and the second payment within 30 days upon receipt of the final written report.

[Reviewer] agrees to complete and return all forms necessary for payment processing by [date] to ensure prompt payment.

