

## 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.

### **3. Independent Contractor**

[Reviewer] acknowledges that the services provided shall be solely as an independent contractor. [Reviewer] further acknowledges that s/he is not entitled to any University of Northern Colorado employment rights or benefits.

### **4. Confidentiality**

[Reviewer] acknowledges a confidential relationship with the University of Northern Colorado and that information concerning the University of Northern Colorado's business affairs, students, finances, operations, documents, and other such information, whether written, oral, or otherwise, is confidential in nature. [Reviewer] agrees to take all reasonable precautions for the protection of confidential information.

### **5. Grant**

[Reviewer] acknowledges that work produced in the performance of the external review shall