

(Department/Program)

9201 University City Blvd., Charlotte, NC 28223-0001

(704) 687-8722, www.uncc.edu

Wednesday, December 02, 2015

(Panel Expert Address Details)

(Panel Expert Address Details)

(Panel Expert Address Details)

(Panel Expert Address Details)

Dear (Panel Expert Name),

 The (department/program) is formally requesting you to be part of a panel of experts in a study which will allow us to establish content validity for internally-developed assessments and rubrics. The reason you were selected for this study is because (state reason expert was selected). In this study, the measure(s) being reviewed is (title of assessment). (Give a brief description as to the purpose of this rubric, how it’s used—see number 1 on the Rubric Review Form, COED Form A).

To ensure that the protocol for this process is consistent for all participants, we have created a short video outlining what we are asking you to do. A link to the video is available here and also on our College of Education Assessment website (go to <http://edassessment.uncc.edu> and click the Content Validity Resources link on the left). Please watch this brief video before you begin this work. (Video is in development as of 12/1/15; check with COED Assessment before sending this letter to participants).

We have enclosed the following: a copy of the assessment instructions provided to candidates; a copy of the rubric used to evaluate the assessment; and the (response form OR link to response form), which we will need you to complete and return by (**give deadline**). The response form asks to what extent do you think that each item on the assessment measures a key construct. Specifically, representativeness of each item in measuring the construct, the importance of the item in measuring the construct, and the clarity of each item are evaluated. Please provide any comments or suggestions for improvement as you find them.

Please contact (name, email, phone number for the program/dept contact) if you have any questions or need further clarification. Thank you for your service as we work to improve the quality of our programs at UNC Charlotte. We look forward to receiving your feedback responses by (give deadline).

With best regards,

(Your contact info here)

(Department/program)