



RE: Online Institutional Review Invitation

Dear Dr. Connie Jo Mitchell,

On behalf of the Education & Training Evaluation Commission representative by The National Center for Academic Accreditation and evaluation I would like to invite you to participate in the online institutional accreditation review hired by NCAAA to review Shaqraa University in Riyadh, Saudi Arabia, during the period of 18/10/2020 to 21/10/2020.

Given your experience and leadership, it has been suggested that you might consider becoming a member of this online review. The NCAAA expects that you may have numerous questions. Therefore, I am attaching the NCAAA Online Orientation Handbook for you to review as you consider what the online visit review entails. During the preparation process, the NCAAA expects each reviewer to read all documents and prepare questions related to the accreditation review. It is expected that an initial first draft of the Review Panel Report using the NCAAA template will be completed and submitted on the last day of the online review.

Outlined below are the intended dates and composition of the review period.

- Orientation: 21/10/2020
- Days 1 – 4/5: Actual review period, 18/10/2020 through 21/10/2020

The NCAAA review stipend is 2,400 SAR per day during the period of the online review. In addition, the NCAAA pays for two extra days for reviewers to read documents before the online review.

*Note: This amount will be deducted 5% withholding tax for international reviewer.

Kindly be informed that this invitation is valid for four working days. If you are interested in this online Institutional review and you have no real or perceived conflict of interest with the institution involved in these proceedings in the past two years, please reply to this email as soon as possible.

Sincerely,

Dr. Sohail S. Bajammal,
Executive Director
National Center for Academic Accreditation and evaluation