

Guidelines for Reviewer Panel Members

Dear Reviewer Panel Member,

Thank you for agreeing to serve on the review panel. Your expertise and insights are invaluable to our process. Below are the guidelines to ensure a smooth and effective review period:

1. Review Criteria

- Clarify the objectives of the review.
- Assess quality based on specified metrics.
- Provide constructive feedback.

2. Review Process

- Each submission should be reviewed within two weeks.
- Follow the provided rubric for scoring.
- Submit your comments along with your scores.

3. Confidentiality

All submissions are confidential. Please do not share or discuss any materials outside of this review process.

4. Conflict of Interest

If you recognize a potential conflict of interest, please disclose it to the committee immediately.

5. Contact Information

For any questions or concerns, feel free to reach out to the review coordinator at:

Email: coordinator@example.com

Thank you for your commitment to this important task!

Sincerely,
[Your Name]
[Your Title]