External Reviewer Guidelines

Selecting Reviewer

Program should select 3-5 candidates for the external review. External Reviewers should be recognized experts in their field or in a related field. Prior experience as an external reviewer or member of an accrediting team member is desirable.   To the extent possible, programs are encouraged to select candidates located in the tri-state area. Reviewers are compensated $500 for their work.

Timeline

March

Program submits the first draft of the APR to the Provost. Along with the draft, program provides resumes of 3-5 potential candidates to serve as the External Reviewer. A statement detailing reasons for selecting each of these candidates should also be included.

The Provost sends APR draft feedback to programs along with the selection of the reviewer.

Early April

Final draft of APR is submitted to the Provost.

After the Provost approves the final draft, a copy of the finalized APR should be sent to the reviewer at least two weeks prior to their visit.

Late April/Early May

External reviewer visits campus. The reviewer's report is due one month after the visit.

September

Program leadership schedules an appointment with the Provost for the second week of classes to discuss the APR, the External Reviewer's report, and all recommendations and suggestions.

February 26, 2013

Visit Guidelines

The itinerary for the External Reviewer visit is arranged by the program/unit coordinator. Below is a list of activities that should be included in the itinerary:

Meet with appropriate department leadership
Meet with relevant faculty
Meet with Provost and OAA leadership
Meet with a group of up to ten students at different stages of their college experience
Classroom visits covering a range of courses
Tour of appropriate departmental facilities
Tour of appropriate campus-wide facilities

Report Guidelines

External Reviewer's report should be no longer than 10 pages and include the following:

Brief analysis of the APR highlighting strengths and weaknesses
Brief summary of the visit and activities
Observation of areas of program strengths and weaknesses
Recommendations for improvement

Copies of the external reviewer's report should be submitted separately to the Provost and the department/unit leadership.

February 26, 2013