Guidelines for External Review

(FOR 8-YEAR CYCLICAL PROGRAM REVIEW ONLY)

Programs undergoing eight-year cyclical review are responsible for meeting all deadlines, coordinating the external review, and submitting required documentation.

Prepare for the External Review

The program coordinator or school director is responsible for:

1. Completing the program self-study and executive summary by the established deadline and uploading both to the designated Google Drive folder for review by the Office of Strategy and Institutional Effectiveness (OSIE) and Provost's Office.
2. Submitting the names and credentials of up to three potential external reviewers to the OSIE Executive Director for approval. The Executive Director may consult with the Provost's Office as needed.
3. Selecting an approved reviewer and coordinating the review date and itinerary with all participants.

Timing: External reviews should normally take place virtually in February or March.

In-person reviews: Programs requiring an on-site evaluation of specialized facilities essential to program goals or outcomes must obtain Provost's Office approval for travel expenses before confirming the visit.

External Reviewer Requirements and Funding

One external reviewer is required for each degree program. Additional reviewers may be appropriate when a school has programs in multiple disciplines.

The Provost's Office provides:

- **$800 stipend** per reviewer.
- **Up to $1,200 in additional expenses** for an approved in-person review, including travel, lodging, and meals.

A higher stipend may be negotiated when a reviewer evaluates multiple programs during the same visit. Any such arrangement must be discussed with the Provost's Office in advance.

Contracts and Visit Arrangements

The program or school is responsible for:

- Preparing and routing the agreement for general services for required approvals and signatures through the Provost's Office, Legal, and Purchasing.
- Initiating any additional required paperwork, including direct-pay authorization and the reviewer's completed I-9, as applicable.
- Coordinating the visit itinerary with the reviewer, faculty, students, school director, dean, and Provost's Office.
- Arranging approved travel and reimbursement documentation, if applicable.

Reviewer stipends and approved expenses are paid through the Provost's Office General Instructional Account.

Materials for the External Reviewer

At least two weeks before the visit, the program must provide:

- Preliminary self-study, reviewed by the school director, dean, and Associate Provost for Academic Programs.
- Visit itinerary.
- University catalog or relevant catalog links.
- Other materials requested by the reviewer or identified as relevant by the program.

The dean must approve the list of materials provided.

External Review Visit

The visit should provide opportunities for the reviewer to meet with faculty, students, and administrators, with sufficient time for meaningful discussion.

The final meeting (exit interview) should include only the external reviewer, program coordinator, school director, dean, and Provost's Office representative.

External Reviewer Report and Final Submission

The external reviewer should evaluate the program's strengths, challenges, and opportunities for improvement, using the self-study and other relevant information. See the *External Reviewer Expectations and Suggested Report Outline* for guidance.

Required deadlines:

- **Within four weeks of the visit, but no later than April 30:** The reviewer submits the report to the dean, with a copy to the program coordinator/school director. The report must also be uploaded to the designated Google Drive folder for OSIE and Provost's Office access.
- **June 5:** The program submits its final review summary report through the designated Google Form.

Programs with Specialized Accreditation

Programs undergoing specialized accreditation review may coordinate that process with their eight-year cyclical review.

With coordination through OSIE and the Provost's Office, accreditation review documentation may substitute for the program self-study and external review. The timing and documentation requirements should be confirmed in advance.