Program Review-- External Review Guidelines

→ Step 1: Compile a list of potential reviewers (due September 1)

- Submit a list of five potential external reviewers, ranked in order of preference, to the Office of the Provost.
- The list should not include anyone with a perceived conflict of interest (i.e. former students or close collaborators). Reviewers should be selected based on the program’s characteristics (doctoral, masters, baccalaureate) and aspirations.
- The Vice Provost will use the list to contact potential reviewers and confirm their willingness to participate in the review. The program does not need to contact the reviewers beforehand.
- The Office of the Provost will send a letter of invitation to the reviewer describing the review process and elements of the external review report.
- The reviewer should visit campus for one to two days to conduct their interview. Please consider travel costs when creating the list of potential reviewers.
  - Interdisciplinary minors may conduct the review off-site (by phone or Zoom).

→ Step 2: Schedule the reviewer’s visit

- After the Office of the Provost sends the reviewer the official invitation, it is the program’s responsibility to schedule their visit.
  - Notify your College’s Financial Manager of the external reviewer’s upcoming visit and arrange a plan for the payment of an honorarium.
  - Payment processes take some time, so please give the Financial Manager as much notice as possible.
- The program coordinates travel, schedules the visit, and organizes the interviews.
- The review should include:
  - Time with students (undergraduate and graduate, if applicable)
  - Meetings with the Chair/Director and program faculty
  - Meeting with the Dean of the program’s school or college
  - Meeting with the Dean of the Graduate School (if applicable)
  - Meeting with the Provost and Vice Provost
- This should not constitute more than one day’s worth of meetings, although it may be spread over two days due to travel logistics. We suggest group meetings when possible to make the best use of our reviewers’ time.

→ Step 3: Pay the reviewer an honorarium

- The Office of the Provost does not fund the honorarium for the external reviewer. This is typically funded through the Dean’s Office.
- The program should meet with the College’s Financial Manager to arrange payment of the honorarium upon receipt of the external review report.
- Be aware that if the reviewer is scheduled for more than one day of work, it will result in the need to purchase Workers Compensation Insurance or hire the reviewer as a temporary employee (see the Office of Sponsored Programs website). In this case, please make arrangements ahead of time to clarify this to the reviewer and to avoid difficulty in disbursement of the honorarium.