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.
    o 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.
    o Notify your College’s Financial Manager of the external reviewer’s upcoming visit and arrange a plan for the payment of an honorarium.
    o 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 interviews to be included in the review.
  • The visit should include:
    o Time with students (undergraduate and graduate, if applicable)
    o Individual meetings with the chair/director and each faculty member
    o Meeting with the Dean of the program’s school or college
    o Meeting with the Dean of the Graduate School (if the program has a graduate component)
    o Meeting with Provost and Associate Provost
    o Informal reception for students and faculty members

→ 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.