

Selecting an External Reviewer Guidance

An external reviewer provides an informed and objective review of the program/unit.

The reviewer studies the program review report. Subsequently, a reviewer meets with program/unit faculty, staff, and students, ideally on campus, to validate initial findings. The reviewer also researches topics that were not fully addressed in the report and asks questions that the report itself may have generated.

The ideal external reviewer models the following attributes.

- The reviewer has an in-depth understanding of the program based on their own professional experiences, preferably with more than one postsecondary institution or organization.
- The reviewer is knowledgeable about program best practices.
- The reviewer has not conducted a Millersville University program review for the program under review.
- An external reviewer's postsecondary institution experience fits the following parameters:
 - A reviewer is not associated with a Pennsylvania State System of Higher Education (PASSHE) university.
 - A reviewer is associated with at least one public comprehensive institution.
 - A reviewer may be associated with at least one Millersville University aspirational peer institution.
- The reviewer is not a close friend of program employees or related to program employees.
- The reviewer is not a former Millersville University employee.
- In some instances, a non-academic reviewer may be retained from a professional organization or consulting firm.

This list of reviewer characteristics is not comprehensive. There may be other situations that create a potential conflict of interest.

Lists of IPEDS peer comparative postsecondary institutions, Carnegie Classification-Research Universities (high research activity) (R2), and Carnegie Classification-Master's Colleges and Universities (larger programs) provide information about comparable and aspirational non-PASSHE institutions.

Approval Process

To assure that an appropriate external reviewer is selected, the department/unit nominates 3 to 5 potential external reviewers, and discusses their selections, including candidate credentials, with their respective dean/unit leader.

The dean/unit leader then confers with the department's/unit's respective vice president to discuss external reviewer candidate nominations.

The department/unit vice president approves the final external reviewer.

There is a possibility that the department/unit may be invited to reconsider the reviewer nominations and resubmit a list of reviewer nominations.

Until the department/unit vice president approves an external reviewer, the full approval process, beginning with department-level conversations, will reiterate.