

### **The Role of the External Reviewer(s)**

External reviewers are asked to submit a final written report to the School Dean within two weeks of the site visit. We request that the final written report be organized using the following general headings, although the reviewer is welcome to adjust this as deemed appropriate.

1. Process – Provide a brief overview of the structure of the review including details about the groups or individuals interviewed.
2. Review of Academic Programs – This is the most important part of the review and is intended to take advantage of the outside perspective the reviewer brings in analyzing the department’s curriculum and evidence for learning outcomes. The following should be considered as guides:
  - a. What is your overall assessment of the quality of graduates produced by the programs in the department? On what evidence is this based?
  - b. Do the department’s learning outcomes reflect the current state of the discipline?
  - c. Is the evidence of learning sufficient to address the degree to which students are achieving the learning outcomes?
  - d. Is the curriculum current and in alignment with other similar programs in the country? Do you have specific recommendations regarding the curriculum?
3. Strategic Planning – This review process is intended to be forward looking in its orientation and thus your feedback on the department’s strategic plan, especially the five-year goals and achievement tasks, is of particular interest.
  - a. Are the goals achievable within the available resources?
  - b. Are the tasks well aligned to meet the goals?
  - c. If there are goals that would require additional tasks, please comment on the value they represent to the university.
4. Challenges – The challenges should relate specifically to the department’s ability to meet the goals of its own strategic plan.
5. Opportunities – These are the specific recommendations designed to assist the department in achieving its goals.
6. Recommendations – You are invited to be as broad in providing specific recommendations to the department, school, and central administration regarding all aspects reviewed during the visit.