

Academic Program Review *External Reviewer and Report Guide*

External Reviewer Selection

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 department's program(s) 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, related to a program employee, or in any other way affiliated with program employees that may create a conflict of interest.
- 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.

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 three (3) to five (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 be repeated.

Academic Program Review **External Reviewer and Report Guide**

Stipend

- The Budget Office will transfer \$1,500 to the department budget to pay the reviewer.
- This stipend covers all reviewer expenses and earnings, including travel.

External Reviewer Report

External reviewers are asked to submit a final written report to the College Dean within two (2) to four (4) weeks subsequent to the site visit. Please share the following report format with the reviewer before or during the campus visit. The reviewer may adjust the format as deemed appropriate.

- 1. Process** Provide a brief overview of the structure of the review including details about the groups or individuals who were interviewed.
- 2. Review of Academic Programs** Please analyze the program's curricula and student learning outcome evidence to answer the following questions:
 - 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** Please provide specific recommendations to the department, school, and administration regarding all aspects of a program's impact on students as reviewed during the visit.