

Appendix 1f: Guidelines for Selecting External Reviewers

Qualifications

These are suggested qualifications for External Department/Program Reviewers. The External Reviewer should

- Be a full-time, part-time or emeritus faculty member at an accredited institution (WASC, SACS, etc.)
- Have an educational and/or practice background that is similar to the curriculum reviewed
- Have a minimum of 7 years of teaching, administrative, or practice experience related to the curriculum reviewed

External Reviewer Selection: Department/Program Roles

The Department/Program under review has the right and responsibility to:

- By the 2nd Monday of October of the self-study year, provide the Dean of the Faculty a list of three recommended External Reviewer candidates, with a brief biography and/or CV of each candidate
- Identify and communicate to the Dean of the Faculty any potential conflicts of interest between the external reviewer candidates and the department/program or its members (e.g., former employee, former student, graduate school adviser or classmate, co-author or research collaborator, applicant for employment, immediate family member affiliated in the department/program, served as External Reviewer in the last review, etc.)
- Consult with the Dean of the Faculty in the selection and invitation of an External Reviewer by the end of the fall semester
- Clarify roles and responsibilities with the External Reviewer
- Provide feedback to the Dean of the Faculty regarding External Reviewer's Performance

Adapted from Council on Social Work Education Handbook (2012). *Educational Policy and Accreditation Standards Handbook*. Alexandria, VA: CSWE.