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
- Have a letter of reference from previous programs reviewed or from the Reviewer’s Chief Administrator

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, recommend to the Dean of the Faculty suggested candidates for External Reviewers
- Consult with the Dean of the Faculty in selecting an External Reviewer
- Review candidates for potential conflicts of interest (former employee, former student, applicant for employment, has an immediate family member affiliated in the department/program, served as External Reviewer in the last review, etc.)
- Clarify roles and responsibilities with the External Reviewer
- Provide feedback to the Dean of the Faculty regarding External Reviewer’s Performance