

## CHAPTER 5: External Peer Review

The External Peer Reviewer is selected by the Dean of Faculty from a list of three potential reviewers provided by the Department/Program to the Office of the Dean by September 15. For each candidate, provide a brief biography and/or CV, and identify 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.) An 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

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

- Clarify roles and responsibilities with the External Reviewer
- Provide feedback to the Dean of the Faculty regarding External Reviewer's Performance

The Self-Study should be sent to the External Reviewer by the end of January in preparation for a campus visit during the spring term. The External Reviewer is asked to submit within three weeks of the campus visit a report including the following:

### 1. Executive Summary

Provide a brief executive summary of major findings for this program. Include:

- General observations and comments on the program and curriculum, quality of student learning and the achievement of student learning outcomes, the assessment plan, faculty, students, facilities and resources
- Responses to questions posed by faculty

### 2. Commendations and Recommendations

Provide comments about what the program is doing well and provide comments to guide future direction for faculty to use to improve student learning and achieve departmental goals. Suggested topics include the following:

- Provide feedback/suggestions on any learning outcome
- Analyze/evaluate direct and indirect evidence of student learning
- Offer suggestions to improve the assessment process
- Evaluate assessment projects and impacts

### 3. Discussion

Provide evaluative feedback that would improve any aspect of the program and recommendations that require no new resources as well as those that do. The report may note recommendations that have been shown to be effective elsewhere.

Templates for correspondence with the External Reviewer appear in Appendices B-D. A sample schedule for the campus visit appears in Appendix E.