**Program Review--** **External Review Guidelines**

**àStep 1: Compile a list of potential reviewers (due September 1)**

* Submit a list of five potential external reviewers, ranked in order of preference, to the Office of the Provost.
* The list should not include anyone with a perceived conflict of interest (i.e. former students or close collaborators). Reviewers should be selected based on the program’s characteristics (doctoral, masters, baccalaureate) and aspirations.
* The Vice Provost will use the list to contact potential reviewers and confirm their willingness to participate in the review. The program does not need to contact the reviewers beforehand.
* The Office of the Provost will send a letter of invitation to the reviewer describing the review process and elements of the external review report.
* The reviewer will conduct their interviews via Zoom or phone, and then provide a written report.

**àStep 2: Schedule the reviewer’s visit**

* After the Office of the Provost sends the reviewer the official invitation, it is the program’s responsibility to schedule their interviews.
  + Notify your College’s Financial Manager of the external reviewer’s upcoming work and arrange a plan for the payment of an honorarium.
  + Payment processes take some time, so please give the Financial Manager as much notice as possible.
* The program schedules and organizes the interviews.
* The review should include interviews with:
  + Students (undergraduate and graduate, if applicable).
  + The Chair/Director and program faculty.
  + The Dean of the program’s school or college.
  + The Dean of the Graduate School (if applicable).
  + The Provost and Vice Provost.
* In general, interviews should be planned for approximately 30 minutes each. We suggest group meetings, when possible, to make the best use of our reviewers’ time.

**àStep 3: Pay the reviewer an honorarium**

* The Office of the Provost does not fund the honorarium for the external reviewer. This is typically funded through the Dean’s Office.
* The program should meet with the College’s Financial Manager to arrange payment of the honorarium upon receipt of the external review report.