



**Periodic Program Review:
Criteria and General Information for Identification of External Review Committee Members**

Criteria for Selection

Nominees should meet the following criteria:

- discipline expert (at least one from outside the University)
- terminal degree in discipline
- strong academic credentials
- strong administrative experience (e.g., DGS or UGS, chair, dean, or provost) preferred
- experience at comparable institution (reasonably large public, not private, institution; consider peer or aspirational peer institutions)
- knowledgeable about program assessment/evaluation/accreditation and
- experience conducting academic program reviews

Information to include when submitting External Reviewers for Consideration

(5—External to the College, and 2—External to the University):

- name (first and last) and title
- contact information (email address, phone number)
- highest degree information (degree awarded, major, institution, year awarded)
- current position (title, institution, department/unit, year began position, academic rank if different from position title)
- brief but strong rationale indicating why this person is qualified to review the program
- (should include summary of relevant scholarly or creative accomplishments and how the nominee's expertise and experience will allow the individual to provide appropriate recommendations for program improvement)
- potential conflicts of interest (e.g., current or prior personal or professional relationships with any faculty members in the unit)

If, external to the University, include:

- brief overview of past academic administrative positions (dates, titles, and institutions, departments/units)
- other program reviews completed (name of institution, program(s), and year)
- CV /resume (or biosketch, if CV is unavailable)