



California State University, Chico

ACADEMIC PROGRAM REVIEW

External Reviewer Process

Selection of External Reviewer

- Department nominates external reviewer candidates that meet the following criteria:
 - Demonstrated leader in the field (publications or creative works; reputation in instruction; active participation in appropriate scholarly and/or professional activities)
 - Affiliation with accredited university academic department or program or professional organization appropriate to program being reviewed
 - No conflict-of-interest (i.e., no recent graduate of program, former employee, friend/relative of any member of the program, recent contractual arrangements with program)
 - Familiarity with academic/professional goals of the department as well as the nature of the program being reviewed (e.g., experience with similar programs, experience with graduates of program being reviewed)
- Submit written nominations and vitae for each nominee to the Dean of Graduate Studies by **September 1st**.
- Dean of Graduate Studies in consultation with the college Dean will approve the external reviewer and will notify the department.
- The department will contact the selected nominee to invite him/her to be the department's External Reviewer.
- Once the External Reviewer has accepted the invitation and dates for the site visit have been determined, the department will send to the reviewer the External Reviewer Packet including:
 - ✓ *Self- Study Report*
 - ✓ *Guidelines: Graduate Degree Programs Five-Year Program Review*
 - ✓ *External Reviewer Information Collection and Analysis Guide*
 - ✓ *Responsibilities of External Reviewer.*

NOTE: Please be sure to submit a copy of your External Reviewer's vita, your program's *Self-Study Report* and the dates of the External Reviewer Visit to the Dean of your college prior to the visit.

Site Visit

The department will be responsible for managing the visitation process including travel arrangements and developing the itinerary for the site visit. Most visitations will occupy the reviewer for two full days. The exact schedule will vary according to the wishes of the reviewer and the department but the following should be included:

- Initial meeting on the first morning with the Dean of Graduate Studies
- Meeting with the college/school Dean (and his/her professional staff, as appropriate)
- Individual and group meetings with the Department Chair, program directors, faculty and students
- Meetings with faculty in related departments and programs, as appropriate
- Examination of appropriate support services and facilities, such as the university library, academic computing, laboratories, and other research facilities.
- A meeting at the end of the visit with representatives of the administration, which may include the Provost, Dean of Graduate Studies, and the Dean of the college/school.

External Reviewer's Report

Copies of the reviewer's final report should be submitted to the department and the Office of the Graduate Studies within two weeks of the site visit.