GUIDELINES FOR
EXTERNAL REVIEW CONSULTANTS' REPORTS

The External Consultants' report should be brief and to the point. Since the External Consultants' report will be part of a larger evaluation process, there is no need to introduce the document or to provide a contextual frame work.

Provided below is an outline to assist you in developing the consultant's report. While emphasis of one area versus another may vary depending upon the program and perception of the external consultant, it is most useful for the Academic Review process if each of the listed areas is, at least briefly addressed.

I. Summary of External Consultants Report
II. Assessment of Quality
   A.   Curriculum
       1. The program has designated a group of faculty members with the responsibility to review and manage the curriculum.
       2. The program has a formal system to evaluate teaching effectiveness.
       3. Technology is appropriately used in teaching.
       4. Curriculum provides adequate coverage of all applicable licensure, certification, etc, requirements.
       5. The curriculum is well organized with clear objectives, requirements, assignments, and grading procedures.
   B.   Faculty
       1. Faculty is sufficient to meet the program's needs.
       2. Program faculty's credentials and training are appropriate for program's needs.
       3. Program faculty reflect familiarity with the utilization of effective educational techniques and technology.
       4. Faculty reflect cutting edge knowledge in their field as evidenced by scholarly involvement.
       5. The program provides faculty with education and support through technology, library resources and other similar services.
   C.   Students
       1. Student diversity is apparent.
       2. Program's admission standards are stated clearly, are adhered to by the program and are appropriate for the field of study.

3. Student retention and graduation rates are tracked and are appropriate for this discipline.
4. Program graduate job (or other) placements are consistent with program's goals.
5. Students routinely achieve the Student Outcomes that have been established by the program.
6. Students actively participate in faculty scholarship/research.

D. Educational Support Services
1. There is an effective system in place by which the program tracks its students/graduates into their post-graduate careers. The curriculum review process for the program uses the information from this tracking system as additional information to determine whether curriculum revision is appropriate.
2. Student registration, financial aid and advisement information are all readily accessible to the students.
3. Student counseling services are available and the students are aware of how to access these services.

E. Program's Mission and Operations Fit with the University
1. The program's mission, goals and objectives enhance the University's mission.
2. Program avoids unnecessary redundancy with other University programs and activities.
3. The program's mission and operations reflect collaborative efforts with other University Centers, Schools and Colleges.
4. The program operates cooperatively with the university's academic compliance offices, such as the Office of Institutional Effectiveness and the Academic Review Committee.

III. Recommendations for Future Development
A. Faculty and Faculty Development
B. Students and Student Enhancement
C. Curriculum Development
D. Student Services
E. Program's Mission and Operations Fit with the University