



GUIDELINES FOR EXTERNAL REVIEWERS
ACADEMIC PROGRAMS

Thank-you for agreeing to serve as an External Evaluator for one of our academic programs here at Brooklyn College. The primary purpose of the program review process at Brooklyn College is to encourage academic departments to examine and reflect on what has transpired since the last review, to take stock of their current status and consider where they'd like be by the time of the next review. We value your expertise and the insight you can provide toward our ongoing quest to provide our students with the best possible educational experience. This document is intended to provide an overview for your time with us.

Generally, two experts are invited to evaluate a program at Brooklyn College, unless unique circumstances require additional reviewers. These experts are chosen based on the specific advice that the faculty, program Chair/Coordinator, and the Dean of the School believe that the program could best benefit from. You will receive a copy of the department's self-study at least four weeks in advance of your visit. Feel free to direct questions to the Chair or request additional materials, as you believe appropriate. While you are on campus, you will have the opportunity to meet with faculty, students and administrators. We will send a schedule for your time on campus two weeks in advance of the visit.

In accepting this invitation, we ask that you:

- Please make certain that commitments at your home institution are covered so that you are able to fully attend to matters related to the program under review.
- Review materials provided prior to the campus visit.
- Keep Brooklyn College materials confidential.
- Prepare an External Evaluator's Report (a collaboration of all reviewers), and submit that report within three weeks of the campus visit.
- Keep receipts of all expenses authorized for reimbursement and submit those receipts in a timely manner.

Given your expertise in the discipline of the program being reviewed, you no doubt already know what key issues should be addressed, which we certainly encourage you to pursue. Please also consider the following Review Questions. These questions should not be treated as a checklist per se, but we ask that you consider them in reviewing program materials, in speaking with relevant stakeholders and in forming conclusions and recommendations.

Review Questions

1. Based upon information available to you, how well prepared are the graduates of this program to move into professional positions in their field?
2. In addition to stated student learning outcomes (SLOs), are the goals and priorities of this program appropriate and aligned with the needs of the target profession?
3. To what degree are the strengths and challenges of this department aligned with their self-study representation?
4. What are the department's greatest opportunities and how can they best capitalize on them?
5. How would you characterize faculty scholarship in the department, and the level of support for faculty scholarship in the department and at Brooklyn College?

6. What professional development opportunities are available for department faculty?
7. What improvements or enhancements, if any, would you suggest in facilities, to enable the department to provide a quality experience for their majors at the graduate and the undergraduate level?
8. What changes, if any, would you suggest, to improve the student experience in this department?
9. What changes, if any, would you suggest to improve the faculty experience in this department?
10. Please summarize the 3-5 recommendations that you consider most important for the ongoing benefit of the department you reviewed.

Exit Report Meeting

We ask the reviewers to hold an exit interview before leaving campus, giving an overview of findings and recommendations. The written report is requested no later than three weeks after the conclusion of the on-campus visit.

Final Report

The team of evaluators should plan to prepare one, collaborative written report. Please see the template in Appendix A. The length of the report can vary as is appropriate for the situation, but will likely be 6-8 pages. The report should be sent simultaneously to the Chair, the Dean and the Associate Provost for Institutional Planning and Assessment.

Appendix A

EXTERNAL REVIEWER REPORT TEMPLATE

ACADEMIC PROGRAM REVIEW EXTERNAL REVIEWER'S REPORT

[Name of Program Reviewed]

[Date(s) Program Reviewed]

[Names and Affiliations of Reviewers]

In 6-8 pages, please address the following, based upon your assessment of the program under review.

- I. Program Strengths and Notable Accomplishments
- II. Challenges and Areas for Improvement
- III. Student Experience
- IV. Faculty Experience
- V. Facilities
- VI. Recommendations – please place recommendations in the table below.

Recommendations from External Reviewers