



## Instructions for External Reviewers

### Academic Program Review

#### Responsibilities

External evaluators are asked to:

- Review the program's self-study and supporting documents.
- Meet with department faculty, either in person or virtually, to gain context for the program and ask additional questions.
- Prepare a short written evaluation of the program.

Please consider the following:

- Achievement of student outcomes for the program.
- Structure and rigor of curriculum.
- Quality of faculty
- Effectiveness of teaching.
- Financial health and sustainability of the program.

We would like an objective analysis that summarizes:

- The state of the program and its vision for the future.
- The extent to which learning objectives are met.
- Strengths and weaknesses of the department/program.
- Constructive suggestions for further development of the department/program.

#### Compensation

We recognize the time commitment involved in providing a quality program review. As a token of our appreciation, Goshen College provides a stipend of \$500.

#### Procedures

1. The Director of IR & Assessment will provide the following to the external reviewers:

- Self-study
- Assessment plan
- Curriculum map
- Link to college catalog
- Faculty CVs
- Department- and program-level data
- Internal review of the program by the Assessment Committee

2. Interview

The faculty member responsible for the program (department chair or program director) will work with the external reviewers to schedule an interview of no more than 2 hours with program faculty. This is an opportunity for reviewers to hear directly from faculty about the context of the program and ask questions about the self-study and other program materials.

3. Report

Within four weeks of the interview, external reviewers will write a short report (no more than 10 pages) summarizing their findings and recommending improvements for the program. Priority

should be given to recommendations that can be implemented without additional financial resources. See the external review template for more details.

The report will be submitted to the Director of IR & Assessment, who will distribute it to the Academic Dean, department chair/program director, and Assessment Committee.