

## EKU Academic Program Review

### External Review Guidelines

2019 – 2024

<https://oie.eku.edu/eku-program-review>

Simultaneous to submitting the final program review report to the college committee for college level review and approval, the program will also submit the final program review report to at least one peer external to the college and/or university.

The external reviewer will provide feedback to the program, which will be used to revise the report prior to submission to the College Dean.

#### Reviewer Qualifications:

Programs may choose their own external reviewer. There are two primary criteria in selecting a reviewer:

- An expert in the program field who will provide substantive feedback for program improvement. The reviewer may be faculty, an administrator, a member/officer of a professional organization, a member/reviewer of an accrediting organization, or other qualified individuals.
- Preferably, the external reviewer will be someone outside the university. If it is not possible to obtain a reviewer external to the university, please identify a reviewer outside of the college. In some cases, a reviewer from another department inside the college may be acceptable with approval from the Dean. Programs with professional accreditation may meet this requirement with evidence of a recent external accreditation process.

#### External Review Report:

- If needed, an external review report template (linked at the program review website) is available that can be shared with the external reviewer. However, the external reviewer report is not required to be in this format.
- Programs may also use external review forms provided by accrediting bodies or forms provided by the external reviewers themselves.

#### Other:

- The program is welcome to and encouraged to recognize a reviewer's time with an honorarium. Honorariums must come from program, department, or college budgets.
- The external reviewer should be focused exclusively on the program review work when invited for a program review. Other activities, such as delivering professional development, should be distinct and separately contracted.
- An external reviewer may review multiple programs assuming the person is both qualified and willing to provide the feedback.