Selection of External Program Reviewers

The purpose of a Program Review is to provide an external perspective which provides constructive, expert analysis of a program’s quality and recommendations for future planning and improvements.

The external reviewers must have the qualifications to provide that analysis and input. When submitting candidates for Program Review, please consider:

**Expertise**
Candidates should have appropriate degrees, years of experience in teaching, administration, and/or discipline-related work. All candidates should currently be in an administrative/management oversight position that gives them a “big picture” perspective, either in industry or academia. (at least one reviewer must be in an academic oversight role)

**Assessment Experience**
Candidates have experience preferably with Program Review or assessment, student learning outcomes assessment, institutional effectiveness/perspectives, and/or accreditation. They also should be a good fit overall for your program.

**Conflicts of Interest**
Candidates are ineligible if they have worked at or graduated from Otis in the past five years, are a prospective candidate for employment, are related to an Otis employee, or other conflicts of interests. If you are unsure, please be sure to disclose this to the Provost.

**Location Logistics**
Consider budgetary limitations.