

Selecting and Nominating External Evaluators

The purpose of an external review is to garner additional perspectives on program strengths and weaknesses from individuals in the field or a closely related field who are affiliated with other institutions. Except under special circumstances, external evaluations are done for every review and should come from outside the Pennsylvania State System of Higher Education. It is standard practice that external evaluators are drawn from a university of similar or greater Carnegie Foundation rank to IUP (i.e., Doctoral Research University). Programs must disclose any affiliations that any members of the program might have with the proposed reviewers, and avoid potential conflicts of interest, such as joint publications, personal friendships, etc.

Additional IUP guidelines state that external reviewers may be 1) from a peer institution, 2) from an aspirational institution, or 3) a person who is outstanding in the field of study and has had administrative level experience. It is strongly recommended that programs choose a reviewer who comes from a different category (1,2 or 3) than the external evaluator who assisted with their previous five-year review. Under no circumstances should the same external evaluator be used in two consecutive reviews.

The names and CVs of three proposed external reviewers that meet the above qualifications should be submitted to the College Dean and Provost's Associate as e-mail attachments by Sept 30 of the review year. The program can choose to submit these names in a ranked list, and may also provide an explanation for these rankings. The Provost and College Dean will assess the qualifications of the proposed reviewers and determine which of them, if any, are acceptable. If none is deemed acceptable, then the program will be asked to submit additional names.

The Provost will make the final decision on which reviewer is selected. The Provost's Associate will notify the College Dean and program chair or director by October 20 of the selection. The program is then responsible for notifying the reviewers of his/her selection, and also for notifying those not selected. Programs should also send the reviewer copies of both the "Best Practices for Outside Reviewers" and "IUP Procedure for the Review of Academic Programs" documents located at the Academic Affairs website (<http://www.iup.edu/page.aspx?id=66719>).

A nominal amount of funding is available from the Provost's Office to support travel arrangements for one external reviewer. Additional support from the college and/or department can be used if additional reviewers are desired by the program or college (for example, two very different programs are up for review) but the names and CVs of these reviewers must also be submitted to the Dean and Provost's Associate's Office for approval. For more information on funding, consult the "External Evaluator Site Visit Process" document at the academic affairs website (<http://www.iup.edu/page.aspx?id=66719>).

Please note that a significant delay in submitting names for potential external reviewers on the part of the program may result in delay or postponement of the program review and/or reduction of travel reimbursement to cover the costs of the evaluator's site visit.