

**(From the Program Review Process Task Force Report  
Approved April 18<sup>th</sup>, 2011)**

**Selection of External Reviewer**

All programs not meeting the definition of an accredited program, as previously defined, must use an external reviewer. The Division of Academic Affairs will share the cost of agreed reviewer honoraria as well as documented accommodation and travel costs. All arrangements will be made by the department chair.

The criteria for selection an external reviewer are as follows:

1. The Department Chair, in consultation with program faculty, will submit four external reviewer nominees, along with CV's, to the Dean and Provost for consideration.
2. The Dean and Provost will review the submissions and either select one of the four nominees or request additional nominees from the department and then select the external reviewer.

**External Reviewer Credential Requirements**

External reviewers should have the following credentials:

- highest degree in appropriate discipline;
- distinguished track record in related teaching research and scholarship, and service;
- experience with program review, institutional effectiveness, assessment and/or accreditation;
- administrative experience;
- experience at an institution with the same/similar programs as those being evaluated;
- rank of Associate Professor or higher;
- employed at (or retired from in the last 5 years) an institution outside of Kansas; and
- no existing conflicts of interest.