Primary Purpose of External Reviewer

External reviewer examines departmental/program effectiveness, provides advice and counsel for departmental/program improvement and provides external validation of departmental/program quality.

Typical Activities of External Reviewer

External reviewer carries out the primary purposes through:

Before the Site Visit:

- Examines department’s curriculum, course sequencing, and student learning outcomes data.
- Examines review criteria determined by the provost, dean and chair, i.e., PASSHE, institutional and departmental program review study questions.

During the Site Visit:

- Interviews dean, provost/associate provost, and department chair.
- Interviews full-/part-time faculty members and students.
- Classroom visits.
- Examines the department’s facility.
- Shares preliminary observations in an exit meeting (i.e., with dean, associate dean, department chair, provost/associate provost) before departing from the campus.

After the Site Visit:

- Submit a summary report of observations to the dean and associate provost.
Typical “Suggested” Schedule for External Reviewer

- Meet with Dean
- Meet with Department Chair and tour department
- Meet with students – sample
- Meet with full- and part-time faculty – depending on department’s needs faculty group could be separated into senior, junior and part-time faculty groups

- Classroom Observation:
  - Lower Level
  - Upper Level
  - Graduate, if applicable

- Meet with other department staff, such as, administrative assistant, lab/clinical technicians, etc.

- Exit meeting with Dean & Provost/Associate Provost