External Review Process and Payment Guidelines

External review is an important component of UNC's comprehensive program review process. For this reason, the University has allocated $1,000 per program to cover the costs associated with the external review visit. The process for selecting and paying the external reviewer is outlined below.

External Review Process

1. Selecting the external reviewer
   a. The ideal reviewer will possess the following characteristics:
      - Knowledge about the discipline, including current trends
      - Experience in an institution/department similar to your program and the university's characteristics
      - Experience administering a program at the chair or director level
      - Experience with program evaluation and/or consultation
      - Ability to provide an objective evaluation of the program (<u>former students or faculty members may not serve as external reviewers</u>)
   b. The program should provide the Dean a list of three to five potential reviewers and consult with the Dean's office for any additional requirements within the College.
2. The reviewer's stipend
   a. The Office of Assessment will provide an honorarium in the amount of $1,000 for the external reviewer.
   b. Costs exceeding $1,000 must be paid from the program's or College's operating funds.
3. Conducting the review
   a. Prepare and complete a signed scope of work document specifying the nature of the work, confidentiality of the review process, work product to be delivered, and timelines. Sample temm x Current curriculum, course descriptions and syllabi, and courses offered over the review period;
   - Assessment plan, curriculum map, and assessment results;
   - De-identified samples of senior-level papers for undergraduate students and theses, capstone projects, or dissertations for graduate students;
   - Faculty CVs downloaded from Digital Measures; and
   - Any other materials requested by the reviewer and/or determined by the program as beneficial for completing the evaluation.

d. The reviewer should meet virtually with the following groups and individuals:
- Program coordinator, chair, or director
- Program faculty (including adjuncts and non-tenure track where possible)
- Students
- College Dean

e. The reviewer should provide a written report to the program by the deadline specified in the scope of work document. The report should include the following:
- Reviewer's name, title, and affiliation
- List of individuals/groups with whom reviewer met
- List of documents reviewed
- Description of program strengths and recommendations for improvement of the program's
    Curriculum
    Assessment practices
    Faculty qualifications and contributions in the areas of teaching, RSCW, and service

4. Preparing and processing payment forms
a. After the reviewer is selected, the reviewer scope of work document and Independent Contractor forms are completed. The Independent Contractor Agreement Form should be downloaded from the Purchasing website. The form part 1 is completed by the Accounting Specialist and reviewed and approved by the Dean. Part 2 of the Independent Co (o)-6.6 (n)2.2 (t)-2.9 (ra)J-0.008

Question Bank for External Reviewers

External reviewers provide an objective perspective that is valuable for assisting both programs and the university in evaluating program strengths and challenges. Programs and their reviewers often find it helpful to use a set of questions as a framework for conducting the external review. Programs may draw from the sample questions below and/or add their own questions to facilitate a meaningful review. The question list developed by the program should focus on issues of interest and concern that emerge from the self-study process. Most programs and their reviewers will find it useful to limit the list to no more than ten key questions.

Questions about Program Mission

1. Does the program have a clear sense of its mission?
2. Do students and other stakeholders understand the program's mission?
3. Is there evidence that the program uses its mission to make planning, curriculum, and resource decisions?

Curriculum and Instruction

1.

5.