Non-Academic Program Review (Non-APR): External Reviewer Guidelines

Reviewer Qualifications & Compensation

Program or unit or office should select between 3 and 5 candidates for the external review. External Reviewers should be recognized experts in their field or in a related field. Prior experience as an external reviewer or member of an accrediting team is desirable.   To the extent possible, programs/units/offices are encouraged to select candidates located in the tri-state area. It is suggested that reviewers be compensated with an honorarium between $500 to $1000, at the division's discretion, plus applicable travel expenses, for their work.

Prospective External Reviewer Process

Non-APR Final Draft Submission:

Final draft of Non-APR is submitted to the VP or Dean.

After the VP or Dean approves the final draft, a copy of the finalized Non-APR should be sent to the reviewer at least two weeks prior to their visit.

External Reviewer Selection:

Units submit the first draft of the Non-APR to the corresponding VP or Dean. Along with the draft, unit provides the resumes of 3 to5 potential candidates to serve as the external reviewer. For each prospective external reviewer, in addition to the resume/CV, the unit should also include a brief statement detailing the reasons for selecting each of these candidates.

The VP or Dean sends Non-APR draft back to the unit along with the name of the individual selected to be the external reviewer.

The unit then contacts the selected external reviewer and has him or her complete the required honorarium form.   The unit is responsible for setting up the details of the campus visit.

Campus Visit Guidelines:

The itinerary for the External Reviewer visit is arranged by the office or unit head. It is suggested that the External Reviewer visits designated unit for a day or two. Below is a list of activities that should/could be included in the itinerary:

Meet with appropriate office or unit leadership
Meet with relevant office or unit staff
Meet with division leadership
Meet with up to 10 students (if appropriate) to discuss services provided by office or unit
Meet with a group of up to 10 faculty or staff from other offices/units (if appropriate) to discuss service provided by office or unit
Tour of appropriate office or unit facilities
Tour of appropriate campus-wide facilities

Report Guidelines

External Reviewer's report is due one month after the visit. The report should be no longer than 10 pages and include the following:

- Brief analysis of the Non-APR report highlighting strengths and weaknesses
- Brief summary of the campus visit and related activities
- Observation of areas of the unit's strengths and weaknesses
- Recommendations for improvement, both short-term and long-term

External Review Completion:

The external reviewer's report is to be completed and submitted separately to division leadership and unit leadership no later than one month after the campus visit. Following submission of the external reviewer's report, the unit should schedule an appointment with the division's leadership to discuss the Non-APR, the external reviewer's report, and all recommended suggestions. The meeting should be no more than one month following the receipt of the External Reviewer's report.

The meeting with the division leadership is the final step in this phase of the non-APR process. At the meeting, the unit or office, in conjunction with the division leadership, will determine the recommendations that will be implemented and the schedule for implementation.