



## SELECTION AND NOMINATION OF EXTERNAL REVIEWERS

### Role of External Reviewers

The external reviewer's role is to serve as a content expert in the discipline being reviewed. External reviewers can provide insight into current trends in the discipline, and identify information that can be used to assess the strengths and weaknesses of the CSU department/program (faculty, students, leadership, curricula, research, funding, etc.) in comparison to those of similar programs nationwide. Proposed external reviewers should have a breadth of experience beyond that of a faculty member; therefore, administrative experience in higher education is expected.

### Selection Process

After consultation with department/program faculty, the chair/director of the unit being reviewed should submit a list of three or more qualified candidates to the dean's office for review. The dean will review the list, and may make additional recommendations. The dean's office will submit a final list, ranked in order of preference to the Office of Instructional Excellence by September 15. One reviewer will be selected for undergraduate-only programs; for departments with both graduate and undergraduate programs, or for graduate programs, two reviewers will be selected.

### **PLEASE NOTE:**

External reviewers should be experts in the discipline, and should not have any conflict of interest, personally or professionally, to prevent them from participating in Program Review. If such a conflict does exist, it should be disclosed to and approved by the Vice Provost of Instructional Excellence prior to final selection.

The following information **must** be provided for each nominated reviewer:

1. Name, address, phone number, email address, and website information (if available).
2. A brief description (no more than 2 to 3 sentences) of how the reviewer was selected for recommendation by the department, and why each recommended reviewer represents a "good fit" in reviewing the CSU department/program.
3. If available, provide a link to the external reviewer's curriculum vitae.