

GRADUATE PROGRAM REVIEW ROLES OF EXTERNAL REVIEWERS

1. To review the self-study report in advance of the site visit.
2. To participate in the site visit on the scheduled dates.
3. To collectively write and submit a 10-15 page external report to be submitted via email to the Executive Assistant to the Dean of the Graduate School within 30 days of the site visit. You may decide to appoint a chair of committee, although this is not required. On the cover page, include the date, the name of the program(s) being reviewed, and the names, titles, and contact information for each External Reviewer.
4. To provide the Graduate School the required documentation for travel reimbursements and honorarium payments.