

GRADUATE PROGRAM REVIEW ROLES OF INTERNAL REVIEWERS

1. To review the self-study report.
2. Within two to three weeks of receiving the self-study report, the Internal Reviewers collectively submit via email to the Executive Assistant to the Dean of the Graduate School a 1-2 page memo that includes comments and recommendations on the report and indicates where information is missing, if applicable. On the cover page, include the date, the name of the program(s) being reviewed, and the names, titles, and contact information for each Internal Reviewer. Your feedback will be provided to the program before the final self-study report is sent to the External Reviewers.
3. To attend the debriefing meeting with the External Reviewers and the Dean of the Graduate School on the final day of the site visit to seek their impressions of the program, hear their recommendations for improving the program, and ask questions of them.
4. By October 1st, based upon your interaction with the External Reviewers during the site visit and your reading of the self-study report, external report, and program's plan of action, you will collectively write and submit via email to the Executive Assistant to the Dean of the Graduate School a 1-2 page memo of response to the plan of action. On the cover page, include the date, the name of the program(s) being reviewed, and the names, titles, and contact information for each Internal Reviewer.
5. At least one Internal Reviewer will attend a Graduate Council meeting in October, November or January of the academic year following the site visit, along with the program representative, to present the program review. The Dean of the Graduate School will serve as a facilitator of this discussion. The Graduate Council is involved with the strategic planning for graduate education. They will ask questions of clarification of you and then a determination is made in Executive Session whether the program review is ready to be forwarded to the Provost. These program reviews are essential to strategic planning, faculty governance, as well as supporting the accreditation process.