

EXAMPLE
UCF Academic Program Review
Consultant Nomination Form

Please list all programs for which the following individuals are being nominated to review:

Management – B.S.B.A., M.S.M., Ph.D.

	<i>Nominee #1</i>	<i>Nominee #2</i>	<i>Nominee #3</i>
Name of Nominee last, first	Doe, Jane		
Contact Information email address office phone number	Jane.Doe@gmail.com 555-555-5555		
Order of Preference	1		
Highest Degree degree, major, institution, year	Ph.D. in Strategic Management, Columbia U. (1976)		
Current Position title, institution, unit, year started	Dean, School of Business, U. of Minnesota (2002 – present)		
Other Higher Ed Administrative Positions title, unit, institution, years	Associate Dean, Graduate Programs and Research, College of Business Administration, U. of Minnesota (1997 – 2002) Chair, Department of Management and Entrepreneurship, U. of Minnesota (1992 – 1997) Chair, Department of Management, U. of Chicago – Urbana-Champaign (1987 – 1992) Director, Center for Executive Development, U. of Chicago – Urbana-Champaign (1982 – 1987)		

	<i>Nominee #1</i>	<i>Nominee #2</i>	<i>Nominee #3</i>
Name of Nominee last, first	Doe, Jane		
Other Academic Program Reviews Completed institution, dept/prog, year (or “unknown”)	U. Kentucky, Graduate School (2008) Indiana U. – Purdue U., School of Business (2006)		
Potential Conflicts of Interest Please describe current or prior personal or professional relationships w/ program faculty	Co-authored two papers with Dr. XXX in 1980 and 1981 when both were faculty in the Department of Management at U. Chicago – Urbana-Champaign; they have not published together since then and current interactions are limited to professional meetings		
Rationale In one or two paragraphs, please <i>explain</i> why you believe this nominee is a good candidate to review your program(s). Be sure to comment on relevant scholarly or creative accomplishments and to <i>explain</i> how the nominee’s expertise and experience will allow the individual to provide appropriate recommendations for program improvement.	Dr. Doe has held a number of academic leadership positions at large public institutions of higher education. As dean at U. of Minnesota, she led the school’s reaffirmation of AACSB accreditation. Dr. Doe also hired 16 of the school’s 28 tenure track faculty and substantially increased the number of endowed faculty fellowships and professorships. In addition, she helped build a management development and executive education presence at both University of Minnesota and University of Chicago at Urbana-Champaign, similar to what we have built at UCF. Dr. Doe is very well published and respected in the profession. Her research on downsizing and restructuring has been published in top tier journals.		