



# ACADEMIC PROGRAM REVIEW

## NOMINATING EXTERNAL CONSULTANTS

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### Criteria for Selection

Nominees should meet the following criteria:

- Be a disciplinary expert from outside the state of Florida.
- Have a terminal degree in the discipline or in a closely related discipline to that of the program or programs under review.
- Have strong academic credentials.
- Have strong administrative experience (e.g., service as a department chair, dean, or provost).
- Have experience at an institution reasonably comparable to UCF (e.g., other large public research universities); consider [comparison peer or aspirational peer institutions](#), keeping in mind that programmatic peers may be different and a better match than institutional peers.
- Have prior experience conducting academic program reviews (ideally).

Please make a concerted effort to nominate a diverse pool of candidates (e.g., gender, race, ethnicity).

### Instructions for Nominating External Consultants

Academic Program Quality will provide programs undergoing review with a customized template for use in nominating external consultants. The template will request the following information:

- Name
- Contact information
- Current curriculum vitae
- Discipline expertise
- Order of preference (optional)
- Highest earned degree
- Current position
- Past academic administrative positions
- Other program reviews completed (if known)
- Potential conflicts of interest
- Supporting rationale

**Please do *not* contact potential nominees to request the required information or for any other reason related to the academic program review process.** Academic Program Quality will initiate contact with potential nominees on behalf of the university once the nomination process is complete.