



## Academic Program Review Criteria & Instructions for Nominating External Consultants

### Criteria for Selection

Nominees should meet the following criteria:

- discipline expert from outside Florida must be included
- terminal degree in discipline
- strong academic credentials
- strong administrative experience (e.g., chair, dean, or provost) preferred
- experience at comparable institution (reasonably large public, not private, institution; consider peer or aspirational peer institutions) (<http://ikm.ucf.edu/facts-figures/benchmarking/>)
- experience conducting academic program reviews preferred

Please make an effort to nominate a diverse pool of candidates (e.g., consider the gender of your nominees).

### Nominating External Consultants

Academic Program Quality will provide the format in which programs should nominate external program review consultants. This format will request the following information:

- name (first and last) and title
- contact information (email address, phone number)
- highest degree information (degree awarded, major, institution, year awarded)
- current position (title, institution, department/unit, year began position, academic rank if different from position title)
- past academic administrative positions (dates, titles, and institutions, departments/units)
- other program reviews completed (name of institution, program(s), and year)
- brief but strong rationale indicating why this person is qualified to review the program (should include summary of relevant scholarly or creative accomplishments and how the nominee's expertise and experience will allow the individual to provide appropriate recommendations for program improvement)
- potential conflicts of interest (e.g., current or prior personal or professional relationships with any faculty members in the unit)
- order of preference (optional)
- nominee's CV (or biosketch if CV is unavailable)