



# ACADEMIC PROGRAM REVIEW

## EXTERNAL CONSULTANT NOMINATION FORM

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### Instructions

As part of the academic program review process, programs are asked to nominate individuals to serve as external consultants who will (1) review the program's self-study and other materials, (2) participate in a campus site visit to meet with program representatives and university leadership, and (3) compile their observations and recommendations in a written report to inform future planning efforts. Such individuals, by virtue of their relevant experience and expertise, must be able to offer appropriate recommendations for program improvement. Before nominating an individual to serve as an external consultant, please carefully review the university's criteria for selection, provided by Academic Program Quality.

At least one external consultant per site visit is required, but a team of two to three is recommended. Whatever the number, it is important that individuals or members of an external consultant team collectively possess appropriate expertise to evaluate all of the subdisciplines and areas of specialization represented in the program or programs under review.

In order to secure the desired number of external consultants for a given site visit, an appropriately sized pool of nominees must be identified. For example, if a team of two external consultants is the target, the names and required information of at least five individuals should be submitted for consideration.

For each nominee, a link to a current curriculum vitae must be included. Please do *not* make contact with potential nominees to request this information or for any other reason related to the academic program review process. If a nominee's curriculum vitae is not available on the web, please provide a link to a comparable substitute (e.g., a biographical sketch from a department website).

### Note

This form represents the formatting preferences of the university's Program Review Council. All available information must be recorded directly on the form; external references such as "see attached CV" are not permitted. For questions, please contact Em Troilo in Academic Program Quality at [Em.Troilo@ucf.edu](mailto:Em.Troilo@ucf.edu) or (407) 823-6197. Once completed, this form is to be submitted to the designated contact person for academic program review in your college dean's office.

**Degree program(s) that the following individuals are nominated to review:**

	Nominee 1	Nominee 2	Nominee 3
<b>Name</b> Last, First	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Contact information</b> Email address, office telephone number	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Link to current curriculum vitae</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Discipline expertise</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Order of preference</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Highest earned degree</b> Degree, major, institution, year awarded	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Current position</b> Title, institution, department, year started, academic rank (if different)	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Past academic administrative positions</b> Dates, titles, institutions, departments	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Other academic program reviews completed</b> Institution(s), program(s), year(s)	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Potential conflicts of interest</b> Please describe any current or prior personal or professional relationships with program faculty members.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Rationale</b> In one to two paragraphs, please provide a compelling rationale indicating why this individual is qualified to review the program or programs listed above. Be sure to comment on the individual's relevant scholarly or creative accomplishments and explain how the individual's experience and expertise will allow him or her to offer appropriate recommendations for program improvement.	Click here to enter text.	Click here to enter text.	Click here to enter text.

	Nominee 3	Nominee 4	Nominee 5
<b>Name</b> Last, First	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Contact information</b> Email address, office telephone number	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Link to current curriculum vitae</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Discipline expertise</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Order of preference</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Highest earned degree</b> Degree, major, institution, year awarded	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Current position</b> Title, institution, department, year started, academic rank (if different)	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Past academic administrative positions</b> Dates, titles, institutions, departments	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Other academic program reviews completed</b> Institution(s), program(s), year(s)	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Potential conflicts of interest</b> Please describe any current or prior personal or professional relationships with program faculty members.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Rationale</b> In one to two paragraphs, please provide a compelling rationale indicating why this individual is qualified to review the program or programs listed above. Be sure to comment on the individual's relevant scholarly or creative accomplishments and explain how the individual's experience and expertise will allow him or her to offer appropriate recommendations for program improvement.	Click here to enter text.	Click here to enter text.	Click here to enter text.