



ACADEMIC PROGRAM REVIEW

NOMINATING EXTERNAL CONSULTANTS

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 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.

An effort to nominate a diverse pool of candidates (e.g., gender, race, ethnicity) must be made.

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
- Potential conflicts of interest
- Supporting rationale

As soon as the required information is collected, programs undergoing review will return the completed template to the designated contact person for academic program review in their college dean's office. Academic Program Quality will then initiate contact with potential nominees on behalf of the university once the nomination process is complete. Please do *not* make contact with potential nominees to request required information or for any other reason related to the academic program review process.