

Guidelines for Selection of External Reviewers

Background:

External reviewers play a pivotal role within the academic program review process at the University of Oregon. As experts in the field, they bring knowledge of the larger context of the discipline and peer programs. Additionally, being external to the institution allows reviewers to offer an unencumbered evaluation of the unit within the campus context. Each unit undergoing program review has the opportunity to recommend a list of potential external reviewers that will comprise a three-member External Review Committee (ERC).

The ERC will be tasked with the following:

- 1) Review of the self-study
- 2) Remote program visits with the unit, stakeholders and academic leadership (via zoom)
- 3) Development and submission of the ERC Report containing an assessment and set of recommendations for the unit

The process outlined below is intended to provide guidance to units for selecting potential ERC members.

External Review Committee (ERC) Selection Process:

- 1) Before selecting possible ERC members unit heads should consult with their faculty and consider the below criteria:
 - a. ERC members should be nationally or internationally recognized in their academic field
 - b. ERC members should have experience to understand the operation of an R1 research university
 - c. ERC members should have a good sense of the full range of the discipline, especially where there are multiple subfields
 - d. ERC members should have a good understanding of current trends in graduate and undergraduate programs and curriculum.
 - e. Geographic diversity, as well as gender and racial/ethnic diversity, should be considered when preparing the list of reviewers.
- 2) Submit 8 suggested external reviewers by completing the [Qualtrics Survey](#)
 - a. Submit 4 names that have particular expertise and will focus on the *research/scholarship* of the unit
 - b. Submit 4 names that have particular expertise and will focus on *student success and learning*, especially at the undergraduate level
- 3) For each suggested reviewer the Qualtrics survey will request basic reviewer information, a short biography, an area of focus (research/scholarship or student success and learning), and will be asked a series of questions to surface any potential conflicts of interest

- 4) The Office of the Provost, in collaboration with the unit and the Dean's office, will select 3 reviewers, with at least one from each of the categories above.