

External Review Scope of Work

1. Services to be Provided

- x Conduct an electronic review of the program that includes the following:
  - o Review of documents, websites, and other materials provided by [program]:
    - Current curriculum, course descriptions and syllabi, and courses offered over period;
    - Assessment plan, curriculum map, and assessments (8.2.(s)-7 (s)11.2 (mum)1 ( m)
  
- x Provide a written report to [program] by [date] no later than 30 days following receipt of program documents. The report should include the following:
  - o Reviewer's name, title, affiliation
  - o List of individuals/groups with whom reviewer met/video conference(s)
  - o List of documents and materials reviewed
  - o Description of program strengths and areas for improvement related to
    - Curriculum currency and consistency with disciplinary practice, appropriate depth, breadth, and rigor for degree(s) offered; alignment to program's mission and learning outcomes
    - Assessment practices consistency with best practices for assessment in the discipline; use of assessment for program improvement
    - Faculty qualifications and contribution alignment between faculty qualifications, courses taught, and program mission; contributions in terms of teaching, scholarly activity, and service
  - o Recommendations for future action

2. Compensation

\$1,000 for services, inclusive of expenses within 30 days upon receipt of the completed reviewer's report.

