Academic Program Review Information Form
Nomination of Evaluators and Selection of Site Visit Dates

Selection of External Evaluators – a minimum of 6 nominations are required

1. Appointment

   The external reviewers will be appointed by the Provost or her/his designee upon recommendation from the academic unit and the line dean. The Provost reserves the right to delete names from the list, however, no evaluator will be named by the Provost without first being nominated by the academic unit.

2. Composition

   Each team will consist of a minimum of two individuals. Evaluators must have expertise in the same discipline as the unit being reviewed and must be established scholars in the field under review.

3. Function

   The external evaluation team will review the self-study prior to the site visit, conduct a site visit and prepare a report. The Provost's letter of appointment, which outlines the issues to be covered, should form the basis for the evaluation report.

4. Selection Procedures

   The academic unit director (chair/director) will work in conjunction with the unit faculty to develop a list of nominations.

   The academic unit director will forward the list to the line dean who may prioritize, comment and/or delete names from the list but cannot add names to the unit's original list.

   The line dean will submit the list to the APR coordinator who will forward the list to the Provost for review and appointment.

   Please do not contact the External Evaluators at any point during the review process without prior approval from the Office of Academic Program Review.

5. Qualifications

   Nominees shall not have been a participant in the last unit review.

   Nominees cannot have prior or current affiliation with a Michigan educational institution, nor can they have previous or current employment status at Wayne State University.

   Nominees must be from a Carnegie Doctoral/Research (R1/R2) institution and/or from a unit that is generally recognized as being comparable to, or better than, the unit under review.

   Nominees should be currently active research faculty. They should not be pre-tenure, emeritus, or non-tenure-track faculty.

   Nominations must be accompanied by information that establishes nominee's qualifications for being an external reviewer. This information should consist of a brief paragraph (3-5 sentences)

describing the person's qualifications **and** a curriculum vitae <u>or</u> a professional biography. These can now be found on institutional web sites. **Please do not contact the External Evaluators directly. If you cannot get the CV from the website, please indicate that on the form.** Please use the attached form when submitting the nominations. <u>We will return the nomination package if there is insufficient information.</u>

Given Wayne State's ongoing commitment to diversity and inclusion, we strongly encourage you to include nominations for evaluators from diverse and historically underrepresented backgrounds.

Selection of Review Advisory Panel – a minimum of 9 nominations are required

1. Appointment

   The Review Advisory Panel (RAP) will be appointed by the Provost or her/his designee from lists of names prepared by the academic unit and line dean. The Provost reserves the right to delete names from the lists.

2. Composition

   Each panel will consist of a minimum of three individuals appointed by the Provost. **The majority of panelists must be from outside the major administrative unit (i.e., school/college) in which the unit under review resides.** At least two members must have graduate faculty status.

3. Function

   The (RAP) will review the unit's self-study. All RAPs will interview a balanced sample of students, faculty and staff and interview the unit administrator (chair/director) and line dean.

   Once the external evaluators have submitted their report, the RAP will prepare an evaluation report on the strengths and weaknesses of the unit. The RAP may make recommendations for improvement. The Program Evaluation Guidelines for the Review Advisory Panels should form the basis for the evaluation report.

4. Selection Procedures

   The academic unit head (chair/director) will work in conjunction with the unit faculty to develop a list of nominations for internal reviewers using the qualifications listed below.

   The academic unit director will forward the list to the line dean who may prioritize, comment and/or delete names from the list but cannot add names to the unit's original list.

   The APR Coordinator will forward the lists to the Provost who will constitute the Review Advisory Panel from the list.

   Please do not contact the Review Advisory Panel members at any point during the review process without prior approval from the Office of Academic Program Review.

5. Guidelines

   Nominees must be tenured faculty. They cannot be in the unit under review. Nominees cannot have adjunct or part-time status in the department or be involved with the department in such a way as to present a conflict of interest.

   Nominees should not have participated in a review at the University within the last five years.

There must be at least **nine nominations**, with **at least 6 nominees from outside the school/college in which the unit resides** (3 outside the college for CLAS and School of Medicine programs).

SITE VISIT DATES

Please provide in the space below, three (3) dates of three (3) days each when it would be possible for your unit to undergo a site visit. The site visit should take place during the fall or winter semester while classes are in session. When considering dates, keep the following in mind:

♦   National holidays
♦   Religious holidays
♦   WSU semester breaks
♦   Conferences, both national and international, in which your faculty may be involved
♦   Schedules of Deans and other departmental administrators

Academic Unit under review:

NOMINATIONS FOR EXTERNAL EVALUATORS
A minimum of six nominations are required

Name:
University:
Title:
Department:
Email:
Link for CV or personal webpage:
Qualifications:

Name:
University:
Title:
Department:
Email:
Link for CV or personal webpage:
Qualifications:

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NOMINATIONS FOR INTERNAL EVALUATORS
A minimum of nine nominations are required

Name:
Title:
Department:
Email:
Qualifications:

Name:
Title:
Department:
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Qualifications:

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SITE VISIT DATES

Please provide in the space below, three (3) dates of three (3) days each when it would be possible for your unit to undergo a site visit.

A site visit would be possible on the following dates:

    1.   [eg., 01/02/14 – 01/04/14, W-F]

    2.

    3.

When you have completed the form, please return to apr@wayne.edu