

**Academic Program Review**

**External Reviewers**

**[Insert External Reviewers’ Names, Credentials, & Institution]**

**[Insert Department Name]**

**[Insert Names of Programs Reviewed]**

**[Review Date]**

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**External Reviewer’s Signature External Reviewer’s Signature**

The report prepared by the External Reviewers will be used by the Arkansas Department of Higher Education (ADHE) to verify the student demand and employer need for the program, the appropriateness of the curriculum, and the adequacy of program resources. The report should not include a recommendation to ADHE on program continuation or program deletion.

The External Reviewers written report must include a summary of each area examined and should provide examples that document the conclusions. The questions below should be used by the reviewers as a guide in preparing the summary for each area. Responses to the questions should not be simply “yes or no”.

1. Review of Program Goals, Objectives and Activities
2. Are the program goals appropriate and assessed?
3. To what degree are the students meeting the program’s goals and student learning outcomes?
4. How is the program meeting market/industry demands and/or preparing students for advanced study?
5. Is there sufficient student demand for the program?

E. Are the graduation/completion rates appropriate for the program?

1. Review of Program Curriculum
2. Is the program curriculum appropriate to meet current and future market/industry needs and/or to prepare students for advanced study?
3. Are students introduced to experiences within the workplace and introduced to professionals in the field?
4. Does the program promote and support interdisciplinary initiatives?

D. How does the program address diversity with the curriculum, faculty, staff, and students?

1. Review of Academic Support
2. Does the program provide appropriate quality and quantity of academic advising and mentoring of students?
3. Does the program provide for retention of qualified students from term to term and support student progress toward and achievement of graduation?

IV. Review of Program Faculty

A. Do program faculty have appropriate academic credentials and/or professional licensure/certification?

B. Are the faculty orientation and faculty evaluation processes appropriate?

C. Is the faculty workload in keeping with best practices?

1. Review of Program Resources
2. Is there an appropriate level of institutional support for program operation?
3. Are faculty, library, professional development and other program resources sufficient?

VI. Review of Instruction by Distance Technology (if program courses offered by distance)

1. Are the program distance technology courses offered/delivered in accordance with best practices?
2. Does the institution have appropriate procedures in place to assure the security of personal information?
3. Are technology support services appropriate for students enrolled in and faculty teaching courses/programs utilizing technology?
4. Are policies for student/faculty ratio, and faculty course load in accordance with best practices?
5. Are policies on intellectual property in accordance with best practices?

VII. Review of Program Research and Service

A. Are the intended research and creative outcomes for each program appropriate, assessed and results utilized?

B. Are the intended outreach/service/entrepreneurial outcomes for each program’s initiatives appropriate, assessed and results utilized?

VIII. Report Summary

A. Indicate program strengths.

B. Indicate areas of concern that need to be addressed by the program.

C. Other observations from the review team.