

External Reviewer Process and Procedures

Selection of External Reviewer

All programs not meeting the definition of an accredited program, as previously defined, must use an external reviewer. The Division of Academic Affairs will share the cost of agreed reviewer honoraria as well as documented accommodation and travel costs. All arrangements will be made by the department chair.

The criteria for selection an external reviewer are as follows:

1. The Department Chair, in consultation with program faculty, will submit four external reviewer nominees, along with CV's, to the Dean and Provost for consideration.
2. The Dean and Provost will review the submissions and either select one of the four nominees or request additional nominees from the department and then select the external reviewer.

External Reviewer Credential Requirements

External reviewers should have the following credentials:

- highest degree in appropriate discipline;
- distinguished track record in related teaching research and scholarship, and service;
- experience with program review, institutional effectiveness, assessment and/or accreditation;
- administrative experience;
- experience at an institution with the same/similar programs as those being evaluated;
- rank of Associate Professor or higher;
- employed at (or retired from in the last 5 years) an institution outside of Kansas; and
- no existing conflicts of interest.

External Reviewer Stipend and Travel Expenses

Paperwork will need to be completed with Human Resource Services to ensure the external reviewer is hired and paid for their consultant work. It is vital to get the process started early because it requires some cooperation from the reviewer in filling out and returning forms.

The documents needed are a W-9 Form, the Independent Contractor Form and the Pay Vendor Form. These forms can be found on the Business Office website.

The Office of the Provost will reimburse the department \$1000 for the external reviewer's stipend and up to \$1,000 per external reviewer (not per program) toward travel expenses incurred by the reviewer. Reviewers may be invited to evaluate two programs if in the same field with an additional \$500 for the second review.

The distance of the travel will help determine how much will be needed for reimbursement. The External Reviewer will be responsible to pay all personal and travel

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costs directly and submit actual receipts to be reimbursed. At the time of payment, the department will process payment from their account which will be reimbursed by the Office of the Provost at a later date.