

DEPARTMENTAL EXTERNAL PROGRAM REVIEW CHECKLIST

(Unless otherwise approved, all external visits occur from February through April.)

- Before the self-study can be released to external reviewers, the department chair / program director sends the self-study to the associate provost of Strategic Planning & Assessment (SPA) for review. Allow two weeks for the associate provost to review the self-study and return it with any comments. The associate provost should receive the self-study by January.
- Department chair / program director selects 3-5 candidates from peer or aspirational institutions (prefer full professor rank, diverse pool).
- Department chair / program director sends the candidate list to the dean for approval.
- Department chair / program director sends the approved candidate list to SPA for approval by the associate provost. The associate provost returns the list to the department chair / program director with any comments.
- Department chair / program director sends the final candidate list to the dean who selects the external reviewers and authorizes the department to extend invitations. Invitations should be extended by January.
- After the external reviewers accept, the department chair / program director emails SPA the names of the external reviewers, their schools, their CVs, and the visit dates.
(NOTE: Academic Affairs will only fund two external reviewers.)
- SPA sends the department chair / program director and administrative assistant travel/lodging/meal instructions and paperwork for the external reviewers that includes confirmation letters, forms, and instructions.
- Department chair / program director edits the confirmation letters (areas to be edited appear in red) and emails the confirmation letters to the dean to sign.
- Dean signs and sends confirmation letters to external reviewers along with the self-study and forms to be completed for processing the stipend and travel expenses.
- Department chair / program director consults with attendees and creates an itinerary for the visit. Those in attendance should include the program reviewers, department chair / program director, dean, faculty, provost, associate provost, and students. (SPA will provide a sample itinerary upon request.)
- Department sends the itinerary to SPA.

- Department makes all lodging, travel, and meal arrangements. (**NOTE:** *The state will reimburse meals for two external reviewers and two faculty members. If a pizza meal is planned with students, it should not exceed the amount allotted for two faculty and two external reviewers for reimbursement. The department can choose to spend more for meals, but any amount over the state limit will not be eligible for reimbursement.*)
- All lodging, travel, and meal forms should be sent to SPA for signatures and processing. A Travel Requisition must be completed for each reviewer **BEFORE** the visit.
- Forms are emailed from external reviewers to SPA for signatures and processing. The confirmation letter must be returned **BEFORE** the visit.
- External reviewers arrive on campus for meetings to discuss the self-study, observations, and recommendations.
- If external reviewers have chosen to complete the I-9 form on our campus instead of their own, they should go to HRDI to complete the form and obtain necessary signatures.
- In addition to Travel Requisitions, the department submits Travel Expense Reports (with hotel receipts, E-Z Pass receipts, and mileage maps), Statements of Automobile Travel, Meal Justification Forms, and receipts to SPA. All receipts should be digital except for meal receipts because CAS requires paper receipts.
- The external reviewers' report should be submitted to the department and dean within 30 days of the visit. The department may choose to prepare a response to the report.
- Dean forwards the report to the provost and associate provost.

For more information about program reviews, visit the Strategic Planning & Assessment website at <https://www.newpaltz.edu/spa/program-review/>.

NOTE: *Please copy the coordinator of Strategic Planning & Assessment on all correspondence.*