DEPARTMENTAL EXTERNAL PROGRAM REVIEW CHECKLIST

- Before the self-study can be released to external reviewers, the department chair / program director sends the self-study to the provost and associate provost of Strategic Planning & Assessment (SPA) for review. Allow two weeks for the provost and associate provost to review the self-study and return it with any comments.

- Department chair / program director selects 3-5 candidates from peer or aspirational institutions (prefer full professor rank, SUNY and non-SUNY, 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.

- After the external reviewers accept, the department chair / program director sends SPA the names of external reviewers, their schools, their CVs, and their visit dates. (NOTE: Academic Affairs will only fund two external reviewers. It is fine to have more external reviewers, but the funding must come from another source.) Do not send correspondence or forms to the external reviewers at this time.

- SPA notifies Human Resources, Diversity & Inclusions (HRDI) to send a Fair Chance form to the SUNY reviewer.

- SPA sends the department updated confirmation letters, linked lists of forms, and travel/meal information for the department to mail to the external reviewers. (See the next step for mailing instructions.)

- After HRDI confirms the receipt of the Fair Chance form, the dean signs and sends confirmation letters to external reviewers along with the self-study and necessary forms to be completed (including those for processing the stipend and travel expenses).

- Department sends a schedule of the visit to SPA. (SPA will provide a sample schedule upon request.) Be sure to allow time in the schedule for the SUNY reviewer to go to HRDI to complete the I-9 form. This is best done after meeting with the provost in HAB.
The 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.)**

Forms are returned from external reviewers to SPA for processing.

External reviewers arrive on campus for meetings to discuss self-study, observations, and recommendations.

While on campus, preferably after visiting with the provost, SPA accompanies SUNY external reviewers to HRDI to complete the I-9 in person. (External reviewers should submit forms to SPA if they have not already done so at this point. Additional receipts can be mailed after the visit.)

The department submits Standard Voucher, Travel Expense Reports, Statement of Automobile Travel, and receipts to SPA.

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.

The dean forwards the report to the provost and SPA.

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

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

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