Creating a Review Committee & Selecting External Reviewers for Non-Accredited Programs
WKU Academic Program Review (9/15/2023)

An important part of the APR process is review by a committee comprised of
   a) two external reviewers who are experts in the discipline of the program under review and have no affiliation with WKU; and
   b) at least two internal WKU faculty members who are not affiliated with the department in which the program is housed.

The college dean appoints all review committee members in consultation with the department chair. Deans should consider diversity of the group as they finalize committee selections.

Note: *Forming committees has been a somewhat challenging part of the process. Please start early and consider calendars/availability when inviting reviewers for the site visit.*

Selection of Committee Members External to WKU/Disciplinary Experts
By October 15 of a program's review year, the department chair will submit five nominees to the dean with each nominee's
   1. Name and Title
   2. University Affiliation
   3. Email address
   4. Work telephone
   5. Brief academic biography (several sentences) articulating their qualifications to serve

Nominees should meet the following criteria:
   1. Must not <u>have or have had</u> an affiliation with WKU (i.e., no alumni or former employees)
   2. Must not have a personal/professional relationship with program or departmental faculty (in cases with questions, department chair should disclose concerns to the dean)
   3. Must have appropriate academic qualifications relevant to the program under review and be from a regionally accredited program
   4. Must have experience as a program coordinator <u>or</u> department chair
   5. May be from a peer institution/program or from an aspirational program
   6. Be available to come to WKU in person to participate in the process (eyeball potential dates for campus visits in advance)

Note: Department chairs should make every effort to select qualified reviewers within driving distance or, in some cases, a direct flight to help contain travel costs. In some cases, based on reviewer qualifications, exceptions may need to be made. Chairs should always make the diversity of the nominee pool an important consideration.

 • By November 7, deans will confer with department chairs to rank the candidates 1-5. 1 and 2 will be the first to ask, and the highest ranked candidate will be first asked to serve as chair, but all candidates are eligible to be chair.
 • By November 21, department chairs will contact nominees in ranked order to check their availability for a campus visit and participation in the process until they have two willing to serve and have identified a chair.

- After department chairs confirm external reviewers' willingness to serve and which person is willing to serve as committee chair, the department chair will notify the dean.

Selection of Committee Members Internal to WKU
In consultation with the department chair, deans will select at least two WKU faculty members who are not in the same department that houses the academic program under review and are not actively involved in the program. Most of the review committee should be tenure-track faculty. Academic staff, including research and pedagogical faculty, may be members of a review committee but should not comprise the majority of a committee. Appointees
1. Should neither teach nor provide service for the department housing the program under review;
2. Must not have a close personal relationship with program or departmental faculty (appointees should disclose concerns to the dean)
3. Must have experience as a program coordinator or department chair
4. Must be completely available for the site visit, having classes covered as needed.

Note: For programs undergoing two or more program reviews in the same year, department chairs and deans may collaborate to create multiple committees with the same committee membership. For example, if undergraduate and graduate programs in Classics are to be reviewed in the same year, one external reviewer might chair the undergraduate review committee and the other would chair the graduate review committee, but otherwise the two committees could have the same membership. External reviewers' compensation would be increased in such an arrangement. See Payment Process for External Reviewers (TBA).

Finalizing and Organizing the Committee
By November 30, deans will send charge memo (see Template) to Review Committee and department chair finalizing committee membership. Department chairs will coordinate the campus visit--communicating with Review Committee members, the dean's office, and the Provost's Office, making arrangements for external reviewers, managing logistics, and arranging/scheduling meetings and finalizing the schedule by early February.

Department Chair's Steps for Coordinating the Campus Visit Itinerary
1. Consider any departmental or university scheduled events that would conflict.
2. Check availability of review committee members, for February or March visit—have as many options as possible.
3. Check availability of dean and provost.
4. Consult academic affairs calendar with Toni Burnham for any conflicts.
5. Gradually schedule in all relevant constituencies, using campus visit template for guidance.
6. Confirm tentative itinerary with all parties (reviewers, program faculty, dean's office, provost's office, student and alumni participants) before finalizing.
7. Share final schedule with all parties with as much advance notice as possible.