

### *Internal and External Reviews*

The Program Review Council conducts all internal reviews. After reading the self-study, the council meets with the unit to discuss the study's findings and recommendations.

Similarly, the council meets with the external review team and discusses its response to the self-study. The external review report should use address the strategic issues and may use the guiding questions to help with its assessment provided in *Appendix IV*. The council then formulates its own set of recommendations, which it forwards to the Provost.

The unit helps the council identify as many as five possible external reviewers—typically, deans or department chairs from peer or aspirational institutions, or someone with specific expertise related to the strategic issues. The Office of the Provosts selects reviewers from this list (typically two), sends the letter of invitation, and helps the council plan the site visit schedule. A site visit will typically last a day and a half, during which the external reviewers meet with faculty, undergraduate and graduate students, various administrators, the Dean or Department Chair, and the Provost; if helpful, reviewers may also be asked to meet with alumni or community partners.