INTRODUCTION TO INSTRUCTIONS FOR EXTERNAL REVIEWERS

These instructions are a guide and tool for programs to use as a starting point when developing their own instructions to give to external reviewers. A template for your use begins on page 2. Included on pages 2 and 3 are lists of mandatory campus interviews and a list of 14 questions to be addressed by the reviewers in their External Review Report.

NOTES FOR PROGRAMS

Be sure to edit the initial paragraph on the next page and tailor it to your program.

UT Campus Interviews listed in these instructions are the minimum required. Programs may include additional interviews as it pertains to the nature and depth of the evaluation.

The External Review Report must address the 14 items outlined in these instructions. Programs are encouraged to develop their own questions or line items to add to the review. The aim is to make the External Review Report as helpful to programs as possible by addressing the current issues, goals, and vitality of the program.

Generally, reviewers will work together and organically determine their roles. Typically one reviewer will generate the first draft of the report. The External Review Report must be sent within 14 days to the Graduate Dean at graduatedean@austin.utexas.edu. An additional copy should be sent to the College/School Dean.

Be sure to communicate with your College/School Dean about the review to ensure that all college/school requirements are satisfied.
Dear Professor X:

Thank you for agreeing to serve on the external review team for The University of Texas at Austin graduate program in (ex: Educational Administration). The enclosed Self Study report reflects data and information requirements established by The University of Texas at Austin Graduate School, the Dean of the College/School of (ex: Education), and the State of Texas Higher Education Coordinating Board (THECB). The external review serves to meet the reporting requirements of THECB and to provide an analysis and evaluation of the academic program for the internal purposes of the Graduate School and the College/School of (ex: Education).

**UT Campus Interviews**

The following interviews will be conducted during your site visit:

1. A representative sample of graduate students
2. Department Chair (or Program Director), Chair of the Graduate Studies Committee* (Graduate Studies Committee consists of all program tenured and tenure-track faculty), and Graduate Adviser**
3. Other groups as deemed necessary by the unit and/or College/School
4. College/School Dean with the Dean of Graduate Studies - this is the final interview and is conducted on the last day of the review

*The academic affairs of each program are the responsibility of the Graduate Studies Committee. Duties include curriculum establishment and maintenance, admissions decisions, and evaluation of students with regard to satisfactory academic progress.

**The Graduate Adviser is the Graduate Studies Committee member who handles official communication with the Graduate School—the program’s liaison with the Graduate School. The Graduate Coordinator is the assistant to the Graduate Adviser and the staff person responsible for students’ day-to-day administrative affairs.
The External Review Report

If you have been invited to review more than one graduate program, please note that a separate report must be submitted for each graduate program undergoing review. For example, a single review team was invited to review the closely related degree programs in Chemistry and in Biochemistry. The team was required to produce two reports, one for Chemistry and one for Biochemistry.

Please include the following in your report:
1. Overall impression of the program
2. Quality of faculty and graduate students
3. Appropriateness of level of depth and breadth of the program curriculum
4. Satisfaction and esprit de corps of faculty and graduate students
5. Accuracy and comprehensiveness of the Self-Study
   - What, if any, other information should have been provided?
6. Ranking among peer institutions
7. Competition: Programs that represent greatest competition for top quality students
8. Major strengths of the program relative to the competition
9. Major weakness of the program relative to the competition
10. Opportunities for improving the quality and competitiveness of the program, within existing resources
11. Adequacy/competitiveness of student financial support (please tell us how our financial support compares with yours)
12. Effectiveness of current admissions process
13. Effectiveness of student placement after graduation
14. Recommended actions to improve competitiveness and ranking

We thank the reviewers for their careful and thoughtful evaluation, and appreciate their feedback.

Delivery of the External Review Report

Please send your report to the Graduate Dean (graduatedean@austin.utexas.edu) within fourteen days of the completion of the site visit. An additional copy should be sent to the College/School Dean.