**Academic Program Review**

**External (Off-Site) Reviewer Recommendations**

**Overview**

Proposed external reviewers should meet the following criteria:

* Rank of Professor at a Carnegie-designated “very high research” institution or from an institution that is regarded as peer or aspirational for the unit. Other faculty ranks may be considered based on special expertise or experiences, as appropriate. Consideration should be given to potential reviewers with experience at an institution and/or department of similar type and size to LSU.
* Be free of conflicts of interest that would prevent an objective review. A conflict of interest may include but not be limited to: previously serving in the LSU academic program review process; a graduate of LSU; prior working history at LSU; collaborative associations with current LSU faculty. To limit potential conflict, preference should be given to reviewers at institutions outside of Louisiana.
* Currently active in the discipline.
* Respected record of scholarly activity in the discipline.
* Experience in a publicly supported university or college.

The Institutional Effectiveness Council (IEC) shall carefully review the list of the department’s proposed external reviewers and make any changes needed. Upon the IEC’s final approval, the Office of Institutional Effectiveness will be responsible for contacting the external reviewer, procuring his/her consulting services, and facilitating the $1,000 stipend for the review of the department’s self-study materials.

**Template Instructions**

Briefly describe the process undertaken by the department to develop the list and rankings of proposed external reviewers.

For the external (off-site) review of your degree program(s), please submit the names of at least **five** potential external reviewers (in rank order, with “1” being the top choice) developed in collaboration with departmental faculty and approved by the dean.

For each proposed external reviewer briefly, in 100 words or less, describe the rationale for the recommendation including why your department has made this selection. This description should be limited to no more than 100 words. In addition, provide the following information:

* title/rank, institution, and contact information
* a link to his/her website and/or vita

 *(see next page for Template)*

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**Template**

**Proposed External Reviewers**

**Department/Program:**

**Submitted by:**

**Determination of proposed external reviewers**

Provide a brief description of the process undertaken by the department to develop the list and rankings of proposed external reviewers.

**Proposed Ranked List External Reviewers** (Minimum of 5)

1. **Proposed External Reviewer**

Name

Title/Rank

Institution

Email Address

Faculty Website (Biographical Information/Vita)

**Brief rationale for recommendation and ranking:**

1. **Proposed External Reviewer**

Name

Title/Rank

Institution

Email Address

Faculty Website (Biographical Information/Vita)

**Brief rationale for recommendation and ranking:**

1. **Proposed External Reviewer**

Name

Title/Rank

Institution

Email Address

Faculty Website (Biographical Information/Vita)

**Brief rationale for recommendation and ranking:**

1. **Proposed External Reviewer**

Name

Title/Rank

Institution

Email Address

Faculty Website (Biographical Information/Vita)

**Brief rationale for recommendation and ranking:**

1. **Proposed External Reviewer**

Name

Title/Rank

Institution

Email Address

Faculty Website (Biographical Information/Vita)

**Brief rationale for recommendation and ranking:**

**Dean’s Approval:**

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**Signature Date**