



THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Program Review

Guidelines for External Reviews

Campus Visit

The review team should be composed of 1-2 persons not affiliated with the University. The team should include at least one academic representative of the discipline from another institution, and may include a representative from industry or a public agency where appropriate. The list of reviewers should be determined through mutual agreement of the department and the dean. One of the review team members (preferably an academic member) should be selected to lead the team and be responsible for submitting the final report.

It is recommended that the review team members visit campus together, to improve the information-gathering process.

The department should develop a schedule for the campus visit, in consultation with the external review team. The campus visit should include meetings with departmental program faculty individually or in small groups; appropriate administrators including the program director, department chairperson, and dean; and representative students. The campus visit should conclude with an exit interview that includes the program director, department chairperson, dean, Provost or another appropriate administration representative, and Academic and Graduate Council representatives of the Program Review Committees if appropriate.

Reviewer Qualifications

The reviewer will return the completed and signed **Non-conflict of Interest Form** to the Chair of the department conducting the program review. The department chair or program director will sign the form and forward it to the Office of Institutional Effectiveness. Copies of that signed form can be requested by the Academic or Graduate Council Program Review Committee members or the Chair of either council.

External Reviewers should not be: from another institution of higher learning in Mississippi, an alumnus/a, a current student of the program, a former employee, a former or current job applicant, a former or current consultant to the department or program, a family member of a program faculty, or have financial involvement at Southern Miss. The reviewer should have no other connections to the program(s) that might create a bias in the review.

External Reviewer's Rating Form/Summary and Recommendation Report

The chair of the external review team is responsible for submitting 1) External Reviewer's Rating Form and 2) Summary and Recommendation Report (see below). The rating form and the report will be submitted to the department chairperson, who will send copies to the Dean and the Office of Institutional Effectiveness.

Summary and Recommendation Report

1. Is the department/program meeting its program objectives and learning outcomes?
2. What are the strengths and achievements of the program?
3. What suggestions for improvement can be made?
4. What are the most important challenges facing the department/program?