

ACADEMIC PROGRAM REVIEW

SELECTION OF EXTERNAL REVIEWERS PROCESS

External Reviewer Qualifications: External reviewers must be acknowledged subject-matter experts in a discipline directly related to that of the program undergoing review

- Must be part of a program that is nationally recognized for excellence in the discipline and is considered a peer or aspirational peer of the program undergoing review.
- Must be an active contributor to discipline relevant to the unit undergoing review.
- Must understand both the academic and administrative aspects of programs similar to the program undergoing review.
- Must be employed by an institution of higher education outside of Texas if unit has a doctoral program. Programs that do not have doctoral programs may have one of their two reviewers from a peer or aspirational peer program in Texas, but reviewers from outside of Texas are preferred.
- Must formally affirm on the [Conflict-of-Interest Attestation Form](#) they do not have conflicts of interests that might affect their ability to provide an objective assessment of the program to be reviewed.

External Reviewer Identification: The program's administration provides the UTA PRT chair a rank-ordered list of individuals (approximately five in number) on a form, [External Reviewer List and Ranking Form](#), provided by the PRC. A brief explanation of how each individual satisfies the selection criteria is required. The [External Reviewer List and Ranking Form](#) must be signed by the college's/school's academic dean and then returned to the PRC Chair who will verify that the nominees meet requirements (except for conflict of interest) and approve contacting those who appear to be suitable candidates.

PRT Contact with Potential External Reviewers: With approval of the PRC Chair, the UTA members of the PRT contact potential reviewers in rank order until two individuals are identified who are willing to serve on the program's PRT.

- Potential reviewers must complete and sign the [Conflict-of-Interest Attestation Form](#) to indicate if they have conflicts that might impair their objectivity. The form must be returned to the PRC chair by the PRT for review and final approval. The PRC chair will only approve qualified persons who attest to a lack of conflict to serve as external reviewers.
- If two of the potential external reviewers among those listed on the [External Reviewer List and Ranking Form](#) are not willing or able to serve as reviewers, the program will suggest additional qualified individuals in ranked order and submit these new candidates to the PRC Chair for review and approval using the [External Reviewer List and Ranking Form](#).