

## **Expectations for Report from External Reviewers**

The external-review team is responsible for writing a report that: a) responds to the department/program self-study; b) summarizes what the team learned during the visit; and c) generally assists the department and the college in building on the program review. The report should be e-mailed to the VPSA and the Associate Director of Institutional Research and Effectiveness no more than one month after the conclusion of the teams visit to campus. In addition to the VPSA and OIRE, the report will initially be made available to the unit members, and once they have had a chance to meet and discuss the findings, the report will be made available to other DSA members coordinating subsequent program reviews, and the President's Cabinet. The report should reflect the consensus of the team wherever possible, but may also represent differences of opinion if the team cannot come to agreement on particular issues. While there is no single prescriptive model for team reports, they will typically include the following elements:

- 1) An executive summary at the beginning of the document that can be shared broadly with campus leadership to highlight areas of success, facilitate discussion, and make recommendations for change;
- 2) Comments that serve to reinforce, provide additional context, refine, or disagree with conclusions made in the self-study;
- 3) Comments that serve to advance any relevant collaboration with academic affairs in support of the HMC mission;
- 4) A summary of recommendations. The insights gained through this process should provide constructive feedback to help the unit and DSA as a whole to do their job better, use its resources more efficiently, attract new resources to its programs, and engage in a conversation about good practice with colleagues.

Upon submission of the team report, honorariums will be released for the reviewers. Within two weeks of receiving the team report, the unit will respond to the review team if there are any factual errors in the report, or if the report contains sections that need to be clarified. This response and any subsequent correspondence between the review team and the unit will be appended to the team report as part of the official record of the program review. The team report will not be distributed beyond the VPSA, OIRE and unit coordinator until any correspondence has concluded.