

Role of the External Reviewer

The role of the external reviewer in the Comprehensive Program Assessment process at Meredith is to evaluate strengths and challenges of the program in context of the institution in order to provide recommendations intended to enhance program operations and outcomes and the overall strength of the institution. *External reviewers should maintain the wider perspective of the College and its students throughout the review, and therefore, function primarily as program evaluators, not program advocates.* To this end, it is important that reviewers:

- Have no conflict of interest with members of the institution that would make it difficult to provide a honest, unbiased and, as needed, critical evaluation of the program;
- Understand that there are multiple perspectives on how programs can be effectively organized and that the appropriate focus of a department will vary from institution to institution;
- Consider the context of Meredith's size, mission, resources and students when making recommendations;
- Understand that all information reviewed is to remain confidential;
- Communicate with the department head/director expectations for the on-site peer review visit (typical visits are one to two days long) and make sure details of the visit and compensation are satisfactory before the visit;
- Understand that the external reviewer who chairs the review team is responsible for writing the final report which must be submitted within one month of the on-site visit; electronic copies of the report must be submitted to 1) the department head/director; 2) the supervising VP or the President (plus the dean/AVP where appropriate); and 3) the [director of Research Planning and Assessment](#).

More information for [external reviewers](#) can be found on the RPA website.