

Guidelines for Reports from the External Reviewer/Campus Review Team

Please submit reports electronically to Amber Reinhart, Faculty Fellow, reinhartam@umsl.edu

Suggested format for the report for External Reviewer:

The report is written based on:

1. The unit's Self-Study Report;
2. Meetings with faculty, staff, students, and partners affiliated with the unit;
3. Meetings with the Campus Review Team;
4. Meetings with the Dean(s) and/or members of the Provost's Office.

Include attention to these and other issues noted during the campus visit:

1. The evidence provided to document the programs' effectiveness;
2. The extent to which the programs are focused on national trends;
3. The degree to which the unit's future goals are consistent with trends in the field;
4. The choice of department selected for comparative purposes: please suggest other comparable or more comparable programs if necessary;
5. The use of current resources (i.e. financial and human); and
6. Recommendations about programs, resources, curriculum, and internal operations.

Your report:

1. Has a flexible format adapted to the unit under review;
2. May be limited to five pages;
3. Identifies the Reviewer and his/her academic affiliations;
4. Should be submitted within three-four weeks of the site visit.

Suggested format for the report from the Campus Review Team:

This report is written based on:

1. The Self-Study Report;
2. Meetings with those in the department, institute, or center and its affiliates;
3. Meetings with the external reviewer;
4. The Report from the external reviewer.

The report should include:

1. An explanation of the procedures followed by the Campus Review Team;
2. An evaluation of the evidence included in the Self-Study Report;
3. The strengths and weaknesses of the unit's program(s);
4. The use of current resources (i.e. financial and human); and
5. Recommendations about programs, resources, curriculum, and internal operations.

Your report:

1. Has a flexible format adapted to the unit being reviewed;
2. May be limited to five pages;
3. Includes the names and campus affiliations of the Campus Review Team;
4. Should be submitted within two-three weeks of receiving the report of the external reviewer.