External Program Review

<Degree Program>

<College Name>

Rochester Institute of Technology

<Date>

Suggested Guiding Questions and Instructions for External Review Panel

The External Review Panel (ERP) will review information from the self-study and campus visit to develop a comprehensive report, which will be submitted to the Dean of the college and the Ph.D. Program Director.

The external review report should focus on the strengths, weaknesses, challenges and opportunities of the <insert program name here> Ph.D. program. The committee is free to study all issues it deems relevant, but we encourage you to consider the following areas and questions:

Program

* Is the curriculum structure appropriate (e.g., core courses, electives, the timing/availability of courses, etc.)? If not, what gaps, if any, exist in the current curriculum? Is it relevant and keeping pace with technological and structural changes in the discipline? What is your assessment of curricular modifications, if any, that have been made during the life of the program?
* Is the program meeting established learning outcomes?
* What is your assessment of the program’s recruiting strategy? Is it strong and has the program shown that it is equipped to recruit and retain a diverse student body?
* What do you see as the major challenges for this program, as well as its major opportunities in the coming years?

Leadership, Faculty and Staff

* What is the faculty and supporting staff’s assessment of the program? Are they committed and invested? Is the graduate program workload equitably distributed?
* What is your assessment of the program leadership? Is the leadership rotated appropriately?

Students

* How are the graduate students in this program contributing to the research mission of the department and the university? Are they producing and disseminating scholarship (papers, conference presentations, etc.) at appropriate rates?
* What could be done to increase student success following graduation – i.e., in employment and/or continued education? Does the program have a strong relationship with its alumni?
* What do students think about the program? Do they feel they belong to a professional and collegial community?
* Based on the program structure, faculty and staff are students gaining the experiences and skills they need to successfully achieve their career goals (academic and nonacademic)? Are there other professional development or opportunities that would be useful in preparing students’ for the completion of their degree and their careers?

Resources

* Does the program have adequate resources to support and sustain the needs of current and future students?

The External Review Report

The committee’s report should focus on the points considered most pertinent. The report should be focused and between 3 to 5 pages in length. It is anticipated that much of the report will be drafted during the assessment visit. The final draft is due to the <insert college> Dean’s Office two weeks after the site visit.

Sincerely,

<Ph.D. Director Name>

<Ph.D. Director Title>