

GUIDELINES FOR SELECTING MEMBERS OF THE EXTERNAL REVIEW COMMITTEE

University of Iowa guidelines as found in the *Operations Manual II*.28.3(1)g.(1):

The review process will involve review by an external committee. Collegiate procedures regarding the external review may differ, but the following principles apply to all colleges:

- (a) Committee members may not be members of reviewed unit;
- (b) There will be at least two reviewers external to the University, unless the Executive Vice President and Provost approves a smaller number for good cause, such as the size of the unit reviewed;
- (c) External reviewers will either participate as active members of a single review committee or they will submit their own separate written report;
- (d) Procedures for selecting review committees and the description of the role of external reviewers must be approved by the Executive Vice President and Provost; and
- (e) The committee will be advised that the review report shall not contain confidential personnel information concerning the DEO or other unit personnel.

Graduate College guidelines for selecting external reviewers

The department or program under review should submit to the Dean of the Graduate College the names of 5 to 8 University of Iowa faculty for consideration to serve as members of the external review committee. The faculty nominated should be from other University of Iowa programs or departments than the program/department being reviewed.

In addition to the University of Iowa faculty nominated, the department or program under review should submit to the Dean of the Graduate College the names of 3 to 5 faculty from peer institutions for consideration to serve as members of the external review committee. These faculty should be from the discipline(s) represented in the program/department being reviewed.

Nominated reviewers should not have a close professional relationship (e.g., co-author, former student, or mentor) with any member of the department/program under review.

Along with the names of the nominated external reviewers, the department should provide the following information for each individual nominated:

- Areas of scholarly and teaching expertise, with significant publications/creations
- Administrative experience
- Significant service to/leadership in professional organizations
- Contact information (email, mail address, phone)

The Dean of the Graduate College may consult with the DEO of the program and/or with the Associate Dean of Academic Affairs of the Graduate College before extending an invitation to the selected reviewer(s). The reviewer(s) external to the University will participate as active members of one review committee. In a few cases based on the size of the program under review, the review committee may be composed of only three faculty reviewers (two faculty from The University of Iowa and one reviewer external to The University of Iowa).