

**Academic Program Review**  
External Review Report Guide

1. Executive Summary
2. Contributions to the Discipline
  - a. To which subfields of the discipline does the department make the most significant scholarly, creative, or clinical contributions (as appropriate)?
  - b. To what extent are the faculty number and composition sufficient to support the research and educational missions of the department?
  - c. Based on your knowledge of similar departments in the discipline, evaluate the overall strength of the department.
3. Quality of the Department's Undergraduate and Graduate Programs
  - a. For each of the department's programs, evaluate the quality and currency of the curriculum in terms of disciplinary standards and trends.
  - b. Evaluate the quality of both incoming and graduated students in the department's programs, relative to discipline-specific norms.
  - c. Based on your professional experience, are the enrollment, retention, and graduation rates appropriate? If not, what changes might the department make to improve them?
  - d. Are there appropriate resources and support structures for the department's educational programs?
  - e. Evaluate the potential for growth of the department's graduate programs.
4. Quality of the Department's Research Culture
  - a. Based on your knowledge of the discipline, what is your assessment of the quality of the department's faculty?
  - b. From a disciplinary perspective, what is your assessment of the research areas in which the department is already strong, and areas with the potential for further growth?
  - c. What is your assessment of the support structures for faculty and student research (e.g., grant-writing support, travel grants, laboratories, student funding, administrative support, etc.)?
  - d. Do you have any recommendations for improvements in the department's research culture, productivity, and results?
5. Goals
  - a. Are the goals the department has outlined in its self-study appropriate for the unit?
  - b. Are they in accord with disciplinary trends?
  - c. Are the priorities reasonable?
  - d. Are the resource needs realistic?
  - e. Are any changes or additions warranted?
6. Summary and Recommendations
  - a. Summarize the department's major strengths and challenges.
  - b. List your recommendations.