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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## RESPONSIBILITIES OF EXTERNAL REVIEWER & EXTERNAL REVIEWER REPORT GUIDELINES

The Five-Year Review process is implemented through a review of the program's self-study, a visit by an external reviewer, and a final recommendation by the Review Team.

The external reviewer has the following responsibilities:

1. Understand thoroughly the mission and educational objectives of the program under review;
2. Determine the facts on which the program review is based;
3. Analyze the program's achievement of each criterion for review based on his/her determination of the facts;
4. Ascertain that the current structure and processes of the program assure continuous development and improvement;
5. Determine how the program's fulfillment of its mission and educational objectives affects achievement of overall high quality;
6. Make an overall recommendation to the Review Team;
7. Provide consultation to the program when requested.
8. Submit final report to the Dean of Graduate Studies /Accreditation Liaison Office (ALO) within two weeks of site visit.

### REPORT FORMAT

Report Length and Page Format: The report should be double-spaced, using 12 point font, include page headers/footers with page numbers. Report should be approximately 10-15 pages in length and include the following:

- I. Title Page including:
  - Name of Program Reviewed
  - External Reviewer's Name
  - External Reviewer's Institution
  - Date of External Reviewer's Visit

- II. Table of Contents
- III. General overview of program
- IV. Evaluation of Program Quality including:
  - History, Mission, Goals, and Objectives
  - Program Data : Enrollment Data & Impact of Enrollment Trends
  - Curriculum and Instruction
  - Assessment of Program Learning Outcomes (PLOs)
  - Department Faculty
  - Student Engagement, Outreach and Recruitment
  - Program Self Recommendation and Five Year Plan
- V. Commendations of Strengths, Innovations and Unique Features
- VI. Opportunities for Improvement
- VII. Overall recommendation to the review:
  - **Recommend Affirmation:** This recommendation implies that the program is fulfilling its mission, is maintaining overall high quality, and has processes in place that assure continuous improvement. In the spirit of continuous improvement, the External Reviewer should identify issues appropriate for further improvement prior to the next five-year review.
  - **Recommend Reaffirmation, but with specific concerns for transmittal to the program:** The concerns cited may not be sufficient to preclude a favorable recommendation, but the report should reinforce the External Reviewer's recommendation that the program attend to these concerns in its Continuous Improvement Plan.
  - **Recommend the program remain under Continuing Review:** The recommendation cites concerns the program must rectify before a recommendation for continuation can be contemplated. The External Reviewer's Report should provide specific information on a) actions or outcomes required to address deficiencies, b) seriousness of the deficiencies identified and the length of time anticipated to address them, and c) nature and frequency of reports and reviews that will be required.
  - **Recommend Suspension:** The External Reviewer's recommendation cites deficiencies that so seriously impair overall quality that the program is asked to show cause why it should not be terminated. This recommendation is reached only when the External Reviewer has concluded that the program cannot or will not rectify the cited deficiencies.