A review of each PhD program will be conducted by the Graduate Council on a periodic basis according to the Schedule for PhD Program Review. The review will consist of a Self-Study Document and an on-campus review by an External Review Committee. The following guidelines for the External Review Committee have been approved by the Graduate Council and are intended to assist the evaluators in their reviews and preparation of their report. The Office of Graduate and Postdoctoral Studies reserves the right to provide additional guidance to evaluators on the relevance of an item, to clarify the intent of a requirement, and where necessary, to request additional information from programs that is consistent with that intent.

The External Review
A committee of 5-8 external reviewers will be brought to campus in the spring term to perform an on-campus review.

Committee Composition
An External Review Committee will be assembled by the Office of Graduate and Postdoctoral Studies in consultation with program chairs. The committee will consist of nationally recognized experts in the field of graduate education. Every attempt will be made to have an expert in each of the disciplines being reviewed; however, some experts may be brought in with clear expertise in multiple disciplines. At least one member of the committee will have a broader view of graduate education, such as a sitting dean of a graduate school, who will serve as chair. The Office of Graduate and Postdoctoral Studies will be responsible for the coordination of all External Review Committee visit activities.

Charge
The charge to the External Review Committee will be to evaluate the doctoral programs under consideration, identifying both strengths and weaknesses of the following criteria:

- Quality of the program as measured by program metrics, ability of the program to meet stated program outcomes, and sustainability of the graduate education model, including funding.
- Quality of the program faculty as measured by faculty productivity measures.
- Quality of the program students as measured by application, admission, and enrollment metrics.
- Quality of the program graduates as measured by placement metrics and ability to bring visibility to the program.
- Innovativeness and/or relevance of the program relative to other similar doctoral programs.

Activities
Each member of the External Review Committee will be assigned primary responsibility to review at least one PhD program. At a minimum, they will meet with the Department Chair in which the program is housed, the current Director of Graduate Studies, program staff, and a representative group of graduate students. The External Review Committee Chair will meet individually with the Senior Vice President for Academic Affairs and Provost, the Associate Provost for Graduate Studies and Research, and the Deans of the schools involved in the programs under review. The External Review Committee may request meetings with other groups and individuals as it sees fit.
Outcomes
The External Review Committee will submit its findings in a written report to the Graduate Council by approximately May 4 of the spring term. The written report will consist of the following sections:
- A letter of transmittal from the External Review Committee Chair.
- A one-page Executive Summary.
- A separate section on each program including the following:
  - Program Summary
  - Evaluations of the strengths and weaknesses of the five identified criteria
  - Program Recommendations

The external reviewer’s report will be sent to the department for clarification and accuracy before it is reviewed by The Graduate Council.

Final Report
The Graduate Council will review the programs’ Self-Study Documents and the External Review Committee’s Report at its May meeting. It may forward these documents to the Senior Vice President for Academic Affairs and Provost with or without comment or recommendations. Upon completion of the Graduate Council’s review, programs will be given an opportunity to review the recommendations and correct factual errors if necessary. School Deans will also have an opportunity to provide their perspectives to the Provost on the reviews and Graduate Council recommendations, if any.