

Texas A&M International University

External Program Review Guidelines for Program Coordinators

Texas A&M International University (TAMIU) has instituted a process to assure that all programs undergo a rigorous review every five years. This periodic program review incorporates material from the Annual Institutional Effectiveness Review (AIER) reports, data garnered through Institutional Research, data gathered by program faculty and evaluation by program faculty of institutional resources and services that may affect program success. Undergraduate programs will be reviewed by a team of two TAMIU faculty members from outside the program.

In addition to the internal program review, each master's and doctoral program is now required to have an external review conducted by subject matter experts from outside of the State of Texas. Master's programs must be evaluated by at least one external consultant; doctoral programs must be evaluated by at least two. Master's and doctoral program external reviewers must be part of a program that is nationally recognized for excellence in the discipline and affirm that they have no conflict of interest related to the program under review.

Within ninety (90) days of the completion of the external review, the institution must submit a report to the Academic Affairs and Research Division of the Texas Higher Education Coordinating Board (THECB) that includes a summary of the internal program review and the full text of the external reviewers' evaluation, as well as the institutional response to the external evaluation. The THECB staff will review and analyze these reports, and subsequently submit an official response to the institution that may include requirements for program improvement.

Selection and Approval of Reviewers for Undergraduate Programs

In the fall of each academic year, the deans, in collaboration with department/division chairs, will compile a list of full-time tenured or tenure-track faculty who are willing to serve as undergraduate program reviewers. Ideally, this list would be comprised of at least 10% of a college's or school's full-time faculty. External reviewers for undergraduate programs are selected on the basis of their recognized professionalism and expertise in the principles of higher education program management and delivery. These lists, along with the *curriculum vitae* for the faculty, will be provided to the Faculty Senate for endorsement not later than November 1 with final approval by the Provost by December 1. Selection of those assigned to conduct each review will be made by the Provost by March 15.

Selection and Approval of External Reviewers for Graduate Programs

In the fall of the program review year, the program coordinator identifies at least three external evaluators for master's programs and at least five external evaluators for doctoral programs. After verifying the interest and availability of the candidates, the program coordinator submits the ranked list for the program to the department/division chair for consideration. By March 1, the department/division chair submits the ranking to the Graduate Council for consideration and recommendation. The recommendation is then forwarded to the respective dean who subsequently submits a recommendation to the Provost by April 15 for final approval.

By May 1, the Provost will provide the name(s) of the external reviewer(s) to the program coordinator who will arrange an on-campus visit in the fall of that year. The program coordinator should initially arrange at least three alternative dates for the on-campus visit to accommodate the schedules of all involved in the review.

Documentation for Graduate Programs External Reviewers

Not later than June 1, the program coordinator will confirm the date for the fall on-campus visit and create a tentative itinerary for the visit. The external reviewer will submit a completed confidentiality agreement and a conflict of interest disclosure form. On receipt of the aforementioned forms, the department staff will prepare an Independent Contractor Agreement subject to approval by the dean and the Provost, for the external reviewer's signature. The Independent Contractor Agreement will include details of the expectations of the external reviewer and the University's obligations. Signed documents must be received no later than August 1.

External Review Preparation

The program coordinator will provide the following materials, in electronic form, to the team of reviewers at least 30 days before the scheduled on-campus visit:

1. A copy of the internal program review,
2. A copy of the program mission,
3. A copy of the sample program review template
4. The *curriculum vitae* and copies of transcripts for all core faculty teaching in the program,
5. The links to relevant program information,
6. A draft itinerary for the on-campus review,
7. Names, *curriculum vitae*, and contact information for reviewers on the relevant team,
8. An invitation to request meetings with additional groups, and
9. An invitation to review additional documents during the on-campus visit.

On-Campus Review

The external reviewers of graduate programs shall be brought to TAMU to lead an on-campus review team comprised of two internal undergraduate program reviewers and the external graduate reviewer(s). Prior to finalizing the on-campus visit, the program coordinator will establish the schedule in consultation with the external and internal reviewers, as well as all campus participants (i.e., Provost, dean, department/division chair, program faculty, etc.). In addition, the reviewers may request to speak with students, graduates of the programs, and/or other stakeholders or to see documentation relevant to a particular aspect of the programs. Program coordinators should be responsive to requests for information to the extent possible. The itinerary should include an exit interview with University officials to provide the reviewers an opportunity to express general impressions of the programs.

On-Campus Review Reports

Undergraduate Program Review Report

The undergraduate program reviewers will submit a written report to the program coordinator, the department/division chair, and the dean, within 30 days of the completion of the review in accordance

with the internal program review template. The reviewer will be able to add further comments and recommendations, as needed. Within 10 working days of receipt of the reviewers' report, the program coordinator will submit a response to the department/division chair and dean. The department/division chair and the dean will submit the report and the program response, along with their comments, to the Provost within 10 working days of its receipt. The Provost will review the report and the program response and will approve or require corrections.

External Graduate Program Review Report

The external reviewer(s) will submit a written report to the program coordinator, the department/division chair and the dean, within 30 days of the visit, following a template that correlates with the program review template but will be able to add further comments and recommendations, as needed. Within 10 working days of receipt of the external report, the program coordinator will submit a response, along with a summary of the internal program review, to the department/division chair and dean. The department/division chair and the dean will submit the report, the program response and internal program review summary, along with their comments, to the Provost within 10 working days of its receipt. The Provost will review the report, summary, and program response and will approve or require corrections prior to sending all relevant documents to the THECB.

Official Response from THECB

The institution will receive the official response from the THECB after the material has been reviewed by staff. The program will be informed promptly concerning any requirements to improve the program.