

# University Program Review Committee (UPRC)

## External Consultant Approval Request



**METROPOLITAN**  
**STATE UNIVERSITY**<sup>™</sup>  
OF DENVER

Date:

Department:

Department Chair/Program Director:

Email:

Phone:

**Please note:**

- The program should select an objective consultant who has no previous ties, either professional or personal, with the University or individual faculty members.
- The Chair, working with the Dean, requests recommendations of possible external consultants from accrediting agencies or professional societies associated with the discipline.
- The Dean works with the Director of Program Review to select an appropriate consultant from the list of persons recommended by the appropriate accrediting agencies or professional societies.

The purpose of the program review consultant is to evaluate the quality of the program in the following areas: Mission, Curriculum, Student Experiences, Faculty and Resources. The ideal program review consultant is up-to-date on the curriculum discussions and debates within the discipline. He/she also needs to understand that the curriculum can be structured in a variety of ways, all of which can be effective, in addition to understanding a wide range of issues related to faculty roles and higher education resource allocation.

The following are indications that a potential consultant has these qualities. The consultant:

- has been a program review consultant for other institutions' programs or has evaluated other programs.
- has served on an accreditation team that evaluated an institution's program.
- has been active in the educational/curricular organization or sub-organization of a professional organization aligned with the discipline.
- has worked at a number of different institutions and thus has had exposure to different types of programs.
- has written articles covering curricula of the discipline.

In addition:

- Consultants from outside Colorado are preferred because consultants from inside Colorado may already have a preconceived notion of Metro State's program, which may or may not be accurate.
- Emeritus faculty who fit the above are acceptable if they have not been outside the field longer than five years.
- The consultant should have experience at an institution similar to the University in its role and mission.

Consultant's Name:

Email:

Phone:

Please attach a copy of the consultant's curriculum vitae.

This consultant has not previously conducted a review of this program.

**Selection:** Describe the process by which you found and selected the above consultant. Describe any ties the consultant has to the department or individual faculty members.

Consultant Selection:  
The signature verifies all requirements have been satisfied as indicated above.

Department Chair/Program Director Signature

Date

Dean or Associate Dean Signature

Date

UPRC Director Signature

Date