



Academic Program Review External Reviewer Agreement

Date: _____

External Reviewer

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Address

City, State, Zip

Scope of Work

The purpose of the external reviewer is to evaluate the quality of the program(s) in the following areas: Curriculum, Assessment, Faculty, Students and Student Satisfaction, Resources, and Online Presence and complete a findings report using the template provided.

The external reviewer is required to attend meetings over the course of two full days (approximately 16 hours). Using dates agreed upon by the Department Chair, Director of Academic Program Review, and the external reviewer, a meeting schedule will be provided to the external reviewer by the Department Chair prior to the start of the review.

Duration

The external reviewer agrees to submit a findings report within 30 calendar days of the visit to the Executive Director of Academic Effectiveness.

Compensation

The reviewer will receive a \$1,500 payment for conducting the review and preparing a report, which is due within 30 calendar days following the visit. If the report is received between 31 and 45 days following the visit, payment is reduced to \$1,200. If the report is received between 46 and 60 days following the visit, payment is reduced to \$750.

Eligibility Requirements

The external reviewer:

- Does not currently and has not previously worked at MSU Denver.
- Has served as a reviewer for other institutions' programs or has evaluated other programs.
- Has been active in educational and professional organizations aligned with the discipline.
- Has related work experience and exposure to different types of programs.
- Has experience at an institution similar to MSU Denver's in terms of mission and vision.

The external reviewer agrees to complete and upload payment forms required by MSU Denver's Accounting Services department prior to the start of the review.

If travel is associated with the review, the external reviewer must comply with MSU Denver's travel policy. MSU Denver will arrange and pay for airfare and hotel accommodations. Unless otherwise arranged in advance with the program chair or director, external reviewers are responsible for arranging their own transportation from the airport to the hotel (e.g., taxi or rideshare). Reasonable out-of-pocket travel expenses, including transportation between the airport and hotel, parking, will be reimbursed in accordance with MSU Denver's travel policy. Meals not covered during the visit will be reimbursed in accordance with the Colorado Office of the State Controller meal per diem rates.

Please confirm acceptance of the agreement by signing and returning this form to apr@msudenver.edu.

External Reviewer Signature

Date