**EXTERNAL REVIEW TEAM**

The review team ensures integrity of the academic program review, provides valid feedback regarding the status of the programs, and recommends overall program improvements. The team will include one University of North Texas (UNT) faculty who is internal to the university but not part of the college in which the program resides, and two faculty from institutions outside of Texas. The two external team members will receive a $1,500 honorarium once the final report has been submitted to the Assistant Vice Provost (AVP) of University Accreditation (UA). UNT faculty participate as part of their service and are not eligible for honorarium.

## SELECTING THE EXTERNAL REVIEW TEAM

Internal Team Member

Internal team members are selected by the University Accreditation AVP from a college outside of the program under review. They must affirm they do not have any close ties to the program/department, personally or professionally. Preference is given to faculty from programs that are scheduled for APR the following year.

The role of the internal UNT faculty team member is akin to that of an ambassador. Our external reviewers are generally unfamiliar with our campus and our acronyms. The internal member must remain neutral and refrain from making judgments but may provide clarification if needed. The internal team member’s involvement is to serve as a resource to the external reviewers, providing a university perspective where it would be helpful.

The internal team member should remain available to the external reviewers if needed for clarification of processes or terms. Per the THECB, an internal team member may not take part in the deliberations of the external reviewers, nor do they take part in the writing of the external report.

External Team Members

The external members are nominated by the department. The potential reviewers must have subject matter expertise and they must be employed by institutions of higher education outside of Texas. They should be part of a program that is nationally recognized for excellence in the discipline under review, and preference is given to faculty from public R1 research institutions. Please use the list of Carnegie designated R1 institutions to identify R1 institutions. Criteria for selecting external team members includes a history of involvement and success in scholarship or research, and experience in instruction. The department and the college dean may both submit a list of proposed reviewers to the University Accreditation AVP, taking care to cover the different areas of expertise necessary to provide a complete and knowledgeable assessment of the programs under review. The list should contain at least 10 names for faculty external to Texas to ensure an ample number in the likely event some of the potential reviewers have scheduling conflicts. The department should not contact potential reviewers prior to their selection. The list is due to the University Accreditation AVP by August 15, 2022.

The external reviewers must be well respected in the field but without direct connection to the program. Therefore, program alumni, former faculty, and research collaborators are not appropriate choices. The University Accreditation office, in conjunction with the office of the Provost, review the proposed names. Attention is given to selecting individuals from public institutions, where possible, and for maintaining diversity of reviewers and perspectives. The University Accreditation office has final responsibility for inviting external individuals to participate and for appointing them to the team.

From the list of potential reviewers, the review team will be selected according to the following criteria:

1. At least two external reviewers with subject matter expertise and must be employed by institutions of higher education outside of Texas.
2. External reviewers must be part of a nationally recognized program for excellence in the discipline and preferably from an aspirant benchmark institution.
3. All reviewers must affirm they have no conflict of interest related to the program under review.

The team members will receive the vitae for all team members. One of the two external to Texas members will serve as chair of the team and act as a liaison between the team and the University Accreditation AVP. The team chair coordinates the preparation of the team’s report and assumes responsibility for submitting the final report to the University Accreditation AVP.

Responsibilities of the External Review Team Chair

* Contacting the other member(s) of the team before arrival at the University of North Texas to discuss roles and responsibilities
* Submitting the signed final report of findings to the Assistant Vice Provost (AVP) for University Accreditation within **25 calendar days** after site visit

Responsibilities of the External Team Members

* Conducting a thorough review of the department and programs, its students, and its teaching, research and service or engagement activities, as appropriate
* Participating in entry and exit interviews with the AVP for University Accreditation
* Contributing to the content and writing of the final report

Responsibilities of the UNT Internal Team member

* Providing neutral guidance to the external team members as appropriate
* Attending interviews
* Serving as a resource to external reviewers

## ON-SITE REVIEW

University Accreditation pays travel expenses (i.e., round-trip ticket to/from home location and hotel in Denton) for on-site visits and an honorarium for the external team members. Unless flight times do not allow a return late-afternoon or evening on the final day of the review, University Accreditation cannot pay for additional hotel stays. If the program wishes to invite an additional external reviewer, the invitation process remains as previously stated, but the program assumes all of the costs of the extra team member. Exceptions to these procedures can be requested for valid academic reasons (e.g., an attempt to cover all specializations in a large program) but are dependent on funds available in a given academic year.

Campus visits typically involve two-night stays. The on-campus visit opens with a working dinner where the team meets with the program chair and either the college dean, associate dean, or one other program faculty member for a total of no more than **five** attendees. Please note that University Accreditation does not reimburse for alcoholic beverages. The next morning, a meeting takes place with the review team, the Toulouse Graduate School AVP and the University Accreditation AVP. Representatives from the program being reviewed are not present at this meeting. The site visit closes with an exit interview involving the team, the Toulouse Graduate School AVP and the University Accreditation AV; an exit interview with the Dean; and an exit interview with the Provost. The program chair plans the remainder of the visit.

During the visit, the review team should interview faculty and students, and occasionally alumni, as well as meeting with key external constituents or internal working groups. Faculty should be grouped by rank and area of expertise. Provide reviewers with a list of attendees for each meeting. Meeting participants may include directors of degree programs (e.g., undergraduate, master’s, doctoral), research groups, key committees, or representatives of other units or groups that play a critical role in the program’s work. Depending on the size of the program, certain groups should meet with review team alone (e.g., assistant professors, associate professors, and students). In some cases, the team might need or request to visit off-campus facilities, e.g., institutes and centers.

The team may ask to examine sample graduate student files, dissertations and theses, or review additional material/data. Social events should not be scheduled, as the team typically uses evenings to work in order to produce the beginnings of a draft report by the end of the on-campus visit.

## LOGISTICS OF THE ON-CAMPUS VISIT

Reviewers are asked to arrive in Denton in time for a dinner the night before the start of the review. The on-campus visits usually last one full day, and part of the second day (depending on the size and complexity of the program being reviewed). Reviewers will have two evenings and part of the final day to reach consensus about the assessment, outline and possibly draft first paragraphs of a preliminary report. External reviewers usually depart from Denton the afternoon of the final day.

The University Accreditation office will arrange to have the external team members met at DFW airport or Love Field and taken to the hotel. During the visit University Accreditation will arrange for transportation from the hotel to UNT for both on-campus days. The department is responsible for returning reviewers to their hotel at the end of day one. The University Accreditation office will arrange for transportation to the airport at the close of the visit.

The University Accreditation office will pay for the welcoming dinner for the review team (3) and two UNT representatives (generally the chair and dean or dean’s designee). University Accreditation office will pay the external review team’s room and board expenses. The department will assume the costs of other events (e.g., lunches, self-study preparation). (Note: **The University Accreditation office** **is unable to pay for alcoholic beverages.**)

The review team participates in an exit interview, making an oral report to the University Accreditation and TGS AVPs. The team will be requested to have a written report sent to University Accreditation, detailing their findings and recommendations, within 25 days of their on-campus visit. The report should reflect an assessment of the mission, curriculum, faculty, students, leadership, support and resources, recommendations for the future, and typically is ten to fifteen pages long. Most teams try to have a plan for drafting the report before they leave campus. If a team does not have its own computer, the department will make one available for their use upon request, as this usually facilitates planning of the initial draft.

# ON-CAMPUS SAMPLE ITINERARY

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| **Day 1: Travel & Welcome** | |
| 2:00 - 5:00 pm | External Review Team arrives in Denton |
| 6:00 - 8:00 pm | Welcome dinner hosted by department chair at local restaurant. |
| **Day 2: On Campus Review** | |
| 7:00 - 8:00 am | Reviewers have breakfast at hotel |
| 8:00 am - 8:15 am | Travel to UNT (UA arranges) |
| 8:15 - 9:00 am | Entry Interview University Accreditation and TGS AVP |
| 9:10 - 10:00 am | Entry Interview with College Dean and/or Associate Dean |
| 10:10 - 11:00 am | Meet with Senior Faculty |
| 11:10 - 12:00 pm | Meet with Junior Faculty |
| 12:00 - 1:15 pm | Lunch with Department Chair or Designees |
| 1:20 - 2:15 pm | Meet with Graduate Students |
| 2:25 - 3:00 pm | Tour Departmental Facilities |
| 3:10 - 4:00 pm | Meet with Undergraduate Students |
| 4:10 - 5:00 pm | Meet with Lecturers |
| 5:10 - 5:45 pm | Meet with Faculty or Advisory Committees |
| 5:45 pm | Return to hotel (Academic Dept. arranges) |
| 6:30 pm | Dinner / Work session for external review team |
| **Day 3: Wrap Up** | |
| 7:00 - 7:45 am | Reviewers have breakfast at hotel and check out |
| 7:45 - 8:00 am | Travel to UNT (UA arranges, bring luggage) |
| 8:15 - 9:00 am | Exit Interview with Department Chair |
| 9:15 - 10:00 am | Exit Interview with College Dean and/or Associate Dean |
| 10:15 - 11:00 am | Exit Interview with Provost |
| 11:00 - 11:45 am | Exit Interview with University Accreditation and TGS AVPs |
| 12:00 - 2:00 pm | \*Open time for review team, reviewers depart Denton |

\*This time is optional depending on departure flight scheduled. It can be used for lunch on campus or at airport, to make up meetings if missed or rescheduled. Meet with alumni, additional faculty, and follow-up interviews.

## REMOTE REVIEWS

Although on-campus visits are preferred, there are occasions when we are not able to conduct on-site reviews. In the event that an on-site visit is not feasible, a remote review will be scheduled. In this event, Zoom or other remote format will be used to conduct meetings. A sample itinerary is included below. Once we secure dates for the review, University Accreditation will schedule the exit meeting with the Provost, the exit meeting with the dean, and the exit meeting with university Accreditation and TGS. University Accreditation will provide access to the entry and exit meetings noted in blue font below. The department chair is responsible for scheduling all other meetings and attendees.

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| **Day 1\*** | |
| 8:15 - 9:00 am | **Entry Interview University Accreditation and TGS AVP** |
| 9:00 - 9:50 am | **Entry Interview with College Dean and/or Associate Dean** |
| 10:00 - 10:50 am | Meet with Senior Faculty |
| 11:00 - 11:50 am | Meet with Junior Faculty |
| 11:50 - 1:00 pm | Break |
| 1:00 - 1:50 pm | Meet with Graduate Students |
| 2:00 - 2:50 pm | Tour Departmental Facilities |
| 3:00 - 3:50 pm | Meet with Undergraduate Students |
| 4:00 - 4:50 pm | Meet with Lecturers |
| 5:00 - 5:50 pm | Meet with Faculty or Advisory Committees |
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| **\*The chair should reach out to the reviewers and schedule a time for introductions and to provide an overview of the programs under review a day or two before the virtual visit.** | |
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| **Day 2** | |
| 8:15 - 9:00 am | Exit Interview with Department Chair |
| 9:15 - 10:00 am | **Exit Interview with College Dean and/or Associate Dean** |
| 10:15 - 11:00 am | **Exit Interview with Provost** |
| 11:00 - 11:45 am | **Exit Interview with University Accreditation and TGS AVPs** |
| 12:00 - 5:00 pm | \*\*Open time for review team |
|  |  |
| \*\*This time is optional and can be used to make up meetings if missed or rescheduled. Meet with alumni, additional faculty, follow-up interviews. | |