**DEPARTMENT REVIEWS AT OLD DOMINION UNIVERSITY**

**Guidelines for External Reviewers**

Separately accredited programs may elect to coordinate the Department Review with an accreditation visit; however, an accreditation visit may not replace the Department Review. Information gathered for the accreditation report may be incorporated, cross-referenced, and/or appended to the Department Review.

External Department Review team guidelines:

* Comprised of one-to-three faculty recruited by the department chair from peer or aspirational institutions of higher education who have expertise in the programs or the programs field the department offers.
* A faculty member from a related discipline within the University may serve as the third member of an external department review team when deemed appropriate by the provost or the provost’s designee.
* The faculty on the external and internal (if applicable) review team should disclose all possible conflict of interest, e.g., co-authors, co-investigators, competing programs, etc.

A summary of External Review(s) qualifications should be submitted to Tisha M. Paredes, Assistant Vice President for Institutional Effectiveness and Assessment.

The External Department Review team is approved by the provost or the provost’s designee. Travel-related and stipend expenses are covered by Academic Affairs.