



Evaluation Report Form for Program Proposals

Please refer to the Department's [guidance on external reviews](#) for information about when external reviews are required and the selection of external reviewers.

Institution:

Program title:

Degree:

Date of evaluation:

External Reviewer Name (please print):

External Reviewer Title and Institution:

External Reviewer Signature:

I. Program

1. Assess program purpose, structure, and requirements as well as formal mechanisms for program administration and monitoring.

2. Comment on the special focus of this program, if any, as it relates to the discipline.

3. Comment on the plans and expectations for continuing program development and self-assessment.

4. Assess available support from related programs.

5. What is the evidence of need and demand for the program locally, in the State, and in the field at large? What is the extent of occupational demand for graduates? What is the evidence that demand will continue?

II. Faculty

6. Evaluate the faculty, individually and collectively, in regard to training, experience, research and publication, professional service, and recognition in the field.

7. Assess the faculty in terms of size and qualifications. What are plans for future staffing?

8. Evaluate credentials and involvement of adjunct and support faculty.

III. Resources

9. Comment on the adequacy of physical resources and facilities, e.g., library, computer, and laboratory facilities; practica and internship sites; and support services for the program, including use of resources outside the institution.

10. What is the institution's commitment to the program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to student numbers and workload.

IV. Summary Comments and Additional Observations

11. Summarize the major strengths and weaknesses of the program as proposed with particular attention to feasibility of implementation and appropriateness of objectives for the degree offered. Include any further observations important to the evaluation of this program proposal and provide any recommendations for the proposed program.