

## Guidelines for the Selection of Consultants for New Program Review Committee

### **A. Consultants**

It is expected that the selected consultant have no past or present professional relationship with the institution proposing a new program that might imply a (perceived or real) conflict of interest

### **B. Criteria to be considered in the selection of consultant**

1. Appropriate terminal degree in relevant field from an accredited institution.
2. Academic or appropriate professional experience (administration and/or teaching) in the field.
3. Research experience (where appropriate):
  - A. Publications including books, articles in refereed journals, etc.
  - B. Recipient of research grants from government agencies, foundations, etc.
4. Appropriate professional experience in relevant field(s) if program to be reviewed has professional orientation (e.g. -engineering, social work, and law).
5. Knowledge of the state of the art of the field.
6. Familiarity with standards for academic programs developed by professional accrediting agencies.
7. Familiarity with existing programs.
8. Awareness of employment possibilities of graduates.
9. Knowledge of budgeting and financial matters - of critical importance if program to be reviewed would be expensive or represent a major shift in an institution's educational mission
10. Experience in evaluating academic programs.