



External Reviewer Scope of Work

1. Services to be Provided

- Conduct an electronic review of the program that includes the following:
 - Review of documents, websites, and other materials provided by [program]:
 - Current curriculum, course descriptions and syllabi, and courses offered over the review period;
 - Assessment plan, curriculum map, and assessment results;
 - De-identified student papers and artifacts;
 - Faculty CVs; and
 - Any additional materials requested by the reviewer or provided at the discretion of [program].
 - Telephone and/or video conferences with faculty and students.
- Provide a written report to [program] by [**date** – should be no later than 60 days following receipt of program documents]. The report should include the following sections:
 - Reviewer’s name, title, and affiliation
 - List of individuals/groups with whom reviewer met via phone/video conference(s)
 - List of documents and materials reviewed
 - Description of program strengths and areas for improvement related to:
 - Curriculum – currency and consistency with disciplinary practice; appropriate depth, breadth, and rigor for degree(s) offered; alignment to program’s mission and learning outcomes
 - Assessment practices – consistency with best practices for assessment in the discipline; use of assessment for program improvement
 - Faculty qualifications and contributions – alignment between faculty qualifications, courses taught, and program mission; contributions in terms of teaching, scholarly activity, and service
 - Recommendations for future action

2. Compensation

\$1,000 for services, inclusive of expenses within 30 days upon receipt of the completed reviewer’s report.

[Reviewer] must complete and return all forms necessary for payment processing by [**date**] to ensure prompt payment.

3. Independent Contractor

[Reviewer] acknowledges that the services provided shall be solely as an independent contractor. [Reviewer] further acknowledges that s/he is not entitled to any University of Northern Colorado employment rights or benefits.

4. Confidentiality

[Reviewer] acknowledges a confidential relationship with the University of Northern Colorado and that information concerning the University of Northern Colorado's business affairs, students, finances, operations, documents, and other such information, whether written, oral, or otherwise, is confidential in nature. [Reviewer] agrees to take all reasonable precautions for the protection of confidential information.

5. Grant

[Reviewer] acknowledges that work produced in the performance of the external review shall remain the exclusive property of the University of Northern Colorado, and that the reviewer will not transfer, publish, disclose, or otherwise make the work product available to third parties without the express written consent of the University of Northern Colorado.