



Agreement to Serve as an External Review

Nondisclosure Agreement (NDA) for External Reviewers for Lake Erie College

- By agreeing to serve as an external reviewer for Lake Erie College’s Academic Program Review (APR) process, I agree that I will not use the information I acquire as part of the process for the personal benefit of me, other individuals, or the institution or organization I represent at present or in the future
- By signing this agreement, I acknowledge that this is a confidential review and agree to either destroy or return all materials to the institution (by way of the dean or vice president for academic affairs)

Eligibility and Expectations

- Reviewer must provide a curriculum vitae and disclose any potential conflicts of interest
- Reviewer must be active in the discipline with respect to the program under review, have experience with program evaluation, student learning assessment, external review of programs, and/or accreditation
- Have a clear understanding of the profile of institutions like Lake Erie College and be able to present an unbiased viewpoint regarding the review of the program
- Understand that their review is non-binding and the institution may use the information as it deems necessary
- Compensation will be \$250 plus travel and visit-related expenses

Output and Scope of the Review

- Review will consist of a one-day visit to the College, during which the reviewer will meet with select students, faculty, the dean, VPAA and tour facilities
- Within three weeks following the site visit, the reviewer will submit a written report of approximately 5-7 pages and shall include:
 - Summary of assessment plans and program learning outcomes
 - Current conditions of learning technologies and instructional resources
 - Trends in the discipline
 - Characteristics of the students and program stakeholders
 - A SWOT analysis that consists of: 1) 3-5 Internal strengths; 2) 3-5 Internal weaknesses; 3) 3-5 Opportunities; 4) 3-5 Threats
 - A specific format is not required
- The external review will be completed by February 15, or as determined by the dean or vice president of academic affairs, and submitted to the dean of the school

SIGNATURE

DATE

NAME (PRINT)