



## ***Cal Poly Academic Program Review (APR) for Centers and Institutes*** **Guidelines for Appointment & Functioning of Reviewers**

Academic Program Review involves both internal (i.e., Cal Poly) and external reviewers. All reviewers are expected to have some familiarity with the discipline/field of the center/institute under review, although not every member of the review team must have formal credentials in that discipline/field.

At least two external reviewers and one internal reviewer are preferred for a center/institute review, although a single external reviewer plus one internal reviewer may suffice when a small unit (or unit of minimal complexity) is under review. Where appropriate, there may be an advantage to utilizing the same team of reviewers to conduct simultaneous reviews of undergraduate/graduate programs and a related center/institute.

The center/institute reviewers are selected in the following manner:

- Nominations of persons to serve as the two (or occasionally one) external reviewers should originate in the center/institute under review. The center/institute should ensure the willingness and availability of all nominees and should obtain a resume from each proposed external reviewer. The nominees must be endorsed by the responsible Dean before being forwarded to the Vice Provost (as the Provost's designee), who makes the final selection in consultation with the Dean of Research and Graduate Programs. The Vice Provost reserves the right to consider alternative nominations from other sources.
- Once selections have been made, formal invitations are issued by the responsible Dean, who oversees all necessary logistics and is responsible for the payment of expenses, including external reviewers' stipends (typically \$500 per person).
- Nominations of one or more Cal Poly faculty members *from outside the primary college of the unit under review* to serve as the internal reviewer are submitted by the program, with the endorsement of the responsible Dean, to the Chair of the Academic Senate. The Senate Executive Committee makes the selection. Internal reviewers are considered to be performing university service and do not normally receive a stipend.

For more information, contact Office of Academic Programs ([acadprog@calpoly.edu](mailto:acadprog@calpoly.edu)).