

The Review Team: Membership and Roles

The review team consists of three types of members.

1. **External Reviewer:** Selected from another university for expertise in the program comparable to the one being reviewed
2. **On-Campus Reviewer:** Senior member of the Graduate Faculty at NC State in a college other than the one in which the program under review is administered
3. **Representatives of the Graduate School (GS) and the Provost's Office (Office for Assessment and Accreditation, OAA).**

A typical review team will have, aside from GS and OOA representatives, two external reviewers and one on-campus reviewers.

Roles of Reviewers:

1. **External Reviewer:**

- Provides the perspective of a member of the discipline of the program under review regarding academic, research, and administrative issues of the discipline.
- Contributes information to the committee that may be used to compare strengths and weaknesses of the program under review (i.e., faculty, students, curricula, research, equipment, funding, etc.) to those of similar programs nationwide.
- Contributes to writing the first draft of the review report before departure and afterward to revise the draft to produce the final report.
- Provides information necessary for GS/OOA to make flight reservations.

2. **Internal Reviewer:**

- Provides the perspective of senior faculty member familiar with the institution and the needs and expectations of graduate programs in order to complement the disciplinary expertise of external reviewer.
- Works with other committee members to draft and revise the written report and approves final version of report.
- Presents a summary of the findings and recommendations of the review committee at the post-review meeting.

3. **Representatives of the Graduate School and the Office of Accreditation and Assessment**

- Provide the perspectives of their offices, their rules and regulations, and are responsible for improving NC State's academic programs.
- Invite external reviewers and oversees the arrangements for their travel and reimbursement.
- Coordinate review with college and department that house the program under review.
- Work with other committee members to draft and revise the written report.