Procedure for Selecting and Working With an External Reviewer for Academic Program Reviews

University of Minnesota Crookston

1. Program faculty will provide department heads with the names and contact information of potential external reviewers. Department heads may have suggestions for other potential reviewers.

2. Department head contacts potential external reviewers to determine their willingness to perform the external review during a specific time frame.

3. Once the department head has secured the verbal or email agreement of the external reviewers (normally two), the department head will contact the Business Office purchasing contact (Peggy Chaput) and provide contact information, street mailing address, and email address.

4. The Business Office will set the external reviewer up as an individual vendor.

5. The department head will provide access to the Campus Labs program review site by contacting Institutional Effectiveness (Sue Erickson).

6. The external reviewers will do the review.

7. When the review has been satisfactorily completed by the deadline, the department head will provide the Business Office with the following forms to process the payment:

   - PO Request (attached) with addresses and a department budget line to be charged for the services
   - Statement of Work, using the boilerplate language (attached), amended as appropriate
     http://policy.umn.edu/forms/search?combine=statement+of+work
   - Check Request
     http://policy.umn.edu/forms/search?combine=check+request+form)

8. The Business Office will process the paperwork, and a check will be issued.
## Statement of Work for Professional Services

### Statement of Work

**Supplier’s Name:**

**Scope of Work:**
(Include a full description and purpose of the service. Identify deliverables, milestones and dates.)

- Serve as external reviewer for the six-year academic program review for the _________ program, commenting on each of the major sections (I-VII) of the program review self-study and on the program review self-study as a whole
- Access and review the program review self-study and evaluation rubric within UMC’s instance of Campus Labs
- Provide actionable feedback on the _____________ program’s strengths and weaknesses based on information provided in the program review self-study and your expertise in the program area
- Provide specific feedback on the program’s plans for the future

**Payment Schedule:**
(Payment of $X will be made upon completion of the work by the established end date.)

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**COPY AND PASTE ABOVE, AMENDING AS APPROPRIATE, THEN DELETE THIS SHADED EXPLANATION FROM THE FINAL DOCUMENT**

<table>
<thead>
<tr>
<th>Supplier’s Name: Reviewer’s Name</th>
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Purchasing Order (PO) Request Form

Purchase Order Dollar Amount (include shipping): _____
If your purchase order is $10,000-49,999 complete the price comparison form:
http://policy.umn.edu/forms/formresults.cfm?TitleCode=price+comparison&output=xml_no_dtd

For the approval of this expense:
Please cc: your department head or director in your e-mail to our department. We no longer require invoices to be signed as part of the payment process. You are agreeing to pay the expenses incurred by requesting this purchase order.

Required Department Information:
Department Contact Name: _____
Department Phone: _____
Fund: _____
Department ID: _____
Program: _____
Project (only if sponsored account): _____
Chartfield 1 (CF1): _____
Chartfield 2 (CF2): _____

Required Vendor Information:
Vendor Name: _____
Contact Name: _____
Contact E-mail: _____
Phone: _____
Fax: _____
Address: _____
Remit to Address: _____

Provide Documentation if available
Please attach any estimates, quotes, or other information you have to go with this purchase order.

Requestor’s Signature (if routed via mail): ____________________________ Date: __________

Please send this form to Peggy Chaput in the Business Office/Selvig 121 or email: chap0044@umn.edu