**The External Review Report**

The external review committee’s report should focus on the points considered most pertinent. The report should be focused and between 3 to 5 pages in length. It is anticipated that much of the report will be drafted during the campus visit. The final draft is due to the <insert college> Dean’s Office two weeks after the site visit.

**Suggested Outline for the Report**

**Executive Summary**

**Purpose**

1. How effectively does the program state its purpose and contribution to the university’s mission and strategic goals? Does the program’s mission align with RIT’s mission and strategic direction? If yes, please describe.

**Program and Department**

1. What are the program/department’s significant accomplishments, areas of challenge, and weaknesses?
2. What are some key areas of innovation and initiatives begun or in progress by the department?
3. Does the program/department have a culture supporting collegiality, quality, and innovation?
4. Is the curriculum rigorous and up to date? Is the program assessed appropriately and on a routine basis?
5. How well is the program/department doing in the areas of faculty-student interaction and advising?
6. How has the program/department integrated experiential learning [co-op, global experiences & other engagements] with the overall academic experience?

**Students**

1. Are the number and quality of graduate students appropriate?
2. Comment on student retention and graduation rates.
3. Comment on the diversity of students (by gender and race/ethnicity).
4. Are graduates obtaining appropriate positions following the completion of their degree?

**Faculty**

1. What are the strengths and weaknesses of the current faculty members in terms of teaching, research, scholarship and creative activity?
2. How well are the department, college and university supporting faculty members? If more support is needed, what suggestions would you make?
3. What do you see as impediments or opportunities to the strengthening and expansion of research or creative activities in this department?

**Support and Resources**

1. Does the department/college have adequate support staff and support services?
2. Are facilities and equipment needs being met? If not, what improvements need to be made?
3. Does the condition of the current facilities and equipment support program delivery and/or research productivity?
4. Does the department receive appropriate resources, both human and financial, from the university and college administrations?
5. Is the department financially viable, sustainable, and potentially expandable?

**Summary, Recommendations, and Conclusions**

1. What are the key strengths and weaknesses of the program?
2. What elements of quality are associated with this program and in what ways does it make a unique contribution to the discipline?
3. Include any further observations or comments that would be relevant and helpful to the university, college leadership, and program director.