Northern Michigan University
Academic Program Review

External Reviewer Evaluation Report Template

## Report Components and Descriptions

1. **Executive Summary**

Provide a bulleted list of the reviewer’s perceptions on strengths, weaknesses, opportunities and threats (SWOT) to this department and its programs. This is intended to be brief; detailed comments appear in later narratives.

1. **Introduction**

Narrative stating the reviewer’s understanding of Northern Michigan University and the evaluated department. This provides a context for the reviewer’s report. Additionally, it should include the following information:

* Date and length of visit
* People who were interviewed
* Activities and/or locations observed
1. **Narrative Guidelines**

In the context of an extended narrative, provide a detailed analysis of perceived strengths, weaknesses, opportunities and threats. In the narrative, be certain to specifically address the following:

* Quality of inputs and resources (faculty/staff, students, equipment/facilities)
* Quality of each major (curriculum, learning outcomes, job placement/acceptance for advanced degrees, certifications )
1. **Recommendations**

Narrative, perhaps combined with an enumerated list, states suggestions to the department for moving forward, supported with references and facts from the reviewer’s experiences.