External Reviewers’ Report Format

1. Introduction of the Site Visitor(s): (A paragraph about the reviewers’ positions and experience in the field)

2. Overview of the Site Visit Process:
   a. Materials received before the review visit
   b. Materials obtained during the site visit that were needed to complete the review process and/or write the report.
   c. Strengths/weaknesses of the review process (contacts, visits, preparation, etc.)

3. Basic Characteristics/Description of the Program Under Review at East Carolina University (ECU)

4. General Narrative (with examples)
   a. Strengths of the program or process under review
   b. Concerns or Inconsistencies with Mission and/or Objectives
   c. Recommendations for improvement.

5. Other programmatic recommendations based on comparison/contrast of ECU with other universities’ programs and service delivery models

6. Appendices
   a. Lists of attendees (faculty, deans, etc.) of constituent groups who provided information during the review site visit
   b. List of students who provided information for the review report (if applicable)
   c. Other relevant information