|  |
| --- |
| **External Review Form for****Educational Leadership Programs**New York State Education Department—Office of College and University Evaluation |
| Please refer to the Department’s [guidance on external reviews](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr9.html) for information about when external reviews are required and the selection of external reviewers. |
| **1. Reviewer Information** |
| Name:       | Title:       | Affiliation:       |
| Email:       | Phone:       | Date of Evaluation:       |
| **2. Program information** |
| Institution:       | Program Title:       | Degree:       |
| Title of Teaching Certificate(s) (e.g. School Building Leader, School District Leader, School District Business Leader):        |
| Level of Teaching Certificate(s): [ ]  Initial/Professional [ ]  Professional |
| **3. Program** |
| 1. Assess program purpose, structure, and requirements. What are the formal mechanisms for program administration and monitoring to ensure the program is producing effective educational leaders?
2. Comment on the proposed program requirements and the potential for preparing effective educational leaders. Please comment specifically on:
	1. Requirements for admission to the program:
	2. Design of the curriculum and content requirements:
	3. Courses offered:
	4. Fieldwork and leadership experiences:
	5. Culminating project (comprehensive exam, thesis, appropriate special project):
	6. Any other features of note:
3. Comment on the plans and expectations for continuing program development and self-assessment.
	1. Design:
	2. Implementation:
4. Please assess the program’s overall design for preparing educational leaders with the knowledge and skills necessary to drive school reform and improvements based on outcome measures:
5. Assess available support from related programs:
6. **Only for programs requiring master plan amendment.**What is the evidence of need and demand for the program locally, in the State, and in the field at large?       What is the extent of occupational demand for graduates?      What is the evidence that demand will continue?
 |
| **4. Faculty** |
| 1. Evaluate the faculty, individually and collectively, in regard to academic preparation, experience in P – 12 education settings in leadership positions, research and publication, professional service, and recognition in the field:
2. Assess the faculty in terms of size and qualifications. What faculty, if any, should be added to ensure appropriate support of this program if it grows as projected?
3. Evaluate credentials and involvement of adjunct and support faculty:
 |
| **5. Resources** |
| 1. Comment on the adequacy of physical resources and facilities, e.g., library, computer, and laboratory facilities; practica and internship sites; and support services for the program, including use of resources outside the institution:
2. (Only for programs requiring master plan amendment.) What is the institution’s commitment to the program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to student numbers and workload:
 |
| **6. Summary Comments on the Proposed Program** |
| 1. Summarize the major strengths and weaknesses of the program as proposed with particular attention to feasibility of implementation and appropriateness of objectives for the degree offered. Include any further observations important to the evaluation of this program proposal and provide any recommendations for the proposed program:

      |