

NJPC – Academic Issues Committee Consultant Selection Criteria

The following criteria apply to the selection of an external consultant for purposes of evaluating a proposed new academic degree program.

1. No conflict of interest or appearance of a conflict of interest with the institution under review. There is a conflict of interest when the potential consultant:
 - is a present or former employee, student, member of the governing board, owner or shareholder of, or consultant to, the institution that is seeking program approval;
 - is a spouse, parent, child, or sibling of an individual or persons listed in (a) above;
 - is seeking or being sought for employment or other relationship with the institution under review;
 - has a personal or professional relationship with the institution or an institutional representative who is directly involved with the program under review that might compromise objectivity; and/or
 - has a competitive relationship with the institution that might compromise objectivity.
2. There must be a five-year period between the end of the relationship and any engagement with the institution to serve as a consultant. (The only exception to this restriction is that the institution can hire the consultant to review additional programs within the five-year period.) Consultants should be from out of state unless specific circumstances require a consultant associated with a state institution or organization.
3. Appropriate terminal degree in relevant field from an accredited institution.
4. Academic or appropriate professional experience (administration and/or teaching) in the field.
5. Research experience (where appropriate):
 - Publications such as books and articles in refereed journals.
 - Recipient of research grants from external funding sources such as government agencies and foundations.
6. Appropriate professional experience in relevant field(s) if program to be reviewed has professional orientation (e.g., engineering, social work, law).
7. Knowledge of the state of the art of the field.
8. Familiarity with accreditation standards for academic programs (where appropriate).
9. Familiarity with existing and/or similar programs.
10. Awareness of employment possibilities of graduates.
11. Knowledge of budgeting and financial matters, particularly if the program to be reviewed would be expensive or represent a major shift in an institution's educational mission.
12. Experience in evaluating academic programs.