

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: External Review of Proposed Graduate Programs

NUMBER: 2:1

Proposals for new graduate programs shall be evaluated by independent consultants retained by the Board. The Board shall receive copies of all consultants' reports.

1. Selection of Consultants

- A. The staff shall compile a list of potential consultants and provide the university proposing the program with an opportunity to offer reasons why individuals should not be retained. The staff shall recommend consultants to the Board. The Board may delegate the selection of consultants to the Executive Director.
- B. A proposed masters level program shall be reviewed by at least one consultant. A proposed doctoral program shall be reviewed by at least two consultants.

2. Agreements, Fees, and Expenses

- A. Each consultant shall execute a written consulting agreement and shall be informed about the evaluation to be performed and the report required.
- B. A consultant's fee and expenses shall be paid by the university proposing the program.

3. The Evaluation Process

- A. The staff, in cooperation with the university, shall provide each consultant with materials related to the proposed program.
- B. The staff shall arrange a visit to the university so that the consultant may conduct interviews and examine facilities and equipment. At least one member of the staff shall accompany the consultants during the visit to the institution, and in the case of doctoral programs, at least two Board staff members will participate in the consultant visit. All consultants for a program shall visit the university together.
- C. The President, other university leaders invited by the president, and the Board staff member shall participate in an exit interview with the consultant(s).
- D. The staff shall make arrangements with the consultant(s) to obtain a final written report within 30 days. If more than one consultant is retained, they may prepare

either individual reports or a joint report that clearly indicates any differences in opinion between the consultants.

- E. Upon receipt of the written report(s), a copy (or copies) shall be provided to the president of the university.

4. The University Response

The president of the university proposing the program shall submit to the Board a formal response to the written report(s).

- A. The university shall respond to all of the recommendations made by the consultant(s).
- B. If significant changes in the proposed program are recommended by the consultant(s), the university shall submit a revised program request that reflects all changes in the proposed program.
- C. The university's response may include requests for new courses recommended by the consultant(s).

SOURCE: BOR, June 1988; BOR, June 1992