Consultant Selection Criteria

Rutgers, The State University of New Jersey, must engage an independent external consultant to conduct a site visit who will review the proposed new academic degree program and prepare a written report following university guidelines (see section 8 of the program proposal template). The selected consultant should have no past or present professional relationship with the unit proposing the new academic degree program that might imply a perceived or real conflict of interest.

The following criteria should be considered in the selection of an external consultant:

1. Conflict of Interest:

There must be no conflict of interest or appearance of a conflict of interest with Rutgers, The State University of New Jersey. There is a conflict of interest when the potential consultant:

* 1. is a present or former employee, student, member of the governing board, owner or shareholder of, or consultant to Rutgers, The State University of New Jersey;
1. is a spouse, parent, child, or sibling of an individual or persons listed in (a)

above;

1. is seeking or being sought for employment or other relationship with Rutgers, The State University of New Jersey;
2. has a personal or professional relationship with Rutgers, The State University of New Jersey that might compromise objectivity; and/or
3. has a competitive relationship with Rutgers, The State University of New Jersey that might compromise objectivity.

There must be a five-year period between the end of the relationship and any engagement with Rutgers to serve as a consultant. (The only exception to this restriction is that Rutgers can hire the consultant to review additional programs within the five-year period.)

1. Appropriate terminal degree in relevant field from an accredited institution.
2. Academic or appropriate professional experience (administration and/or teaching) in the field.
3. Research experience (where appropriate):
4. Publications such as books and articles in refereed journals.
5. 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 standards for academic programs developed by professional accrediting agencies.
9. Familiarity with existing programs.
10. Awareness of employment possibilities of graduates.
11. Knowledge of budgeting and financial matters - of critical importance if program to be reviewed would be expensive or represent a major shift in an institution's educational mission.
12. Experience in evaluating academic programs.
13. Except in circumstances where specialized expertise is required, out-of-state consultants should be selected.