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Consultant Selection Criteria

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 the institution under review. There is a conflict of interest when the potential consultant:

a. is a present or former employee, student, member of the governing board, owner or shareholder of, or consultant to, the institution that is under review;

b. is a spouse, parent, child, or sibling of an individual or persons listed in (a) above;

c. is an employee of a state institution in New Jersey

c. is seeking or being sought for employment or other relationship with the institution under review;

d. has a personal or professional relationship with the institution under review that might compromise objectivity;

2. Appropriate terminal degree in relevant field from an accredited institution.

3. Academic or appropriate professional experience (administration and/or teaching) in the field.

4. Research experience (where appropriate):

a. Publications such as books and articles in refereed journals.

b. Recipient of research grants from external funding sources such as government agencies and foundations.

5. Appropriate professional experience in relevant field(s) if program to be reviewed has professional orientation (e.g., engineering, social work, law).

6. Is employed (or has been employed) by a comparable institution.

7. Awareness of employment possibilities of graduates.

8. Experience in reviewing academic programs.