



**ABET PROGRAM EVALUATORS: THE FACE OF QUALITY IN TECHNICAL EDUCATION**

# PEVs Up Close

## What Program Evaluators Do

Program evaluators (PEVs) volunteer through an ABET Member Society to evaluate postsecondary degree-granting programs in a particular field of applied science, computing, engineering, or engineering technology.

## Who Program Evaluators Are

ABET program evaluators are dedicated technical professionals — faculty, deans, department heads, industry leaders, government representatives, and private practitioners — with an interest in contributing to their professions and improving higher education. Evaluators are team players, respected in their field and among their peers, and are often active within their professional societies. Good communication skills, interpersonal skills, and organizational skills are a must for the successful evaluator.

## The Work of a Program Evaluator

Programs are evaluated against a set of general and often program-specific criteria developed by the applied science, computing, engineering, and engineering technology professions through ABET and its member societies. These criteria outline the requirements for faculty, facilities, curriculum, and other key program areas. It is the program evaluator's job to determine if a program meets these criteria.

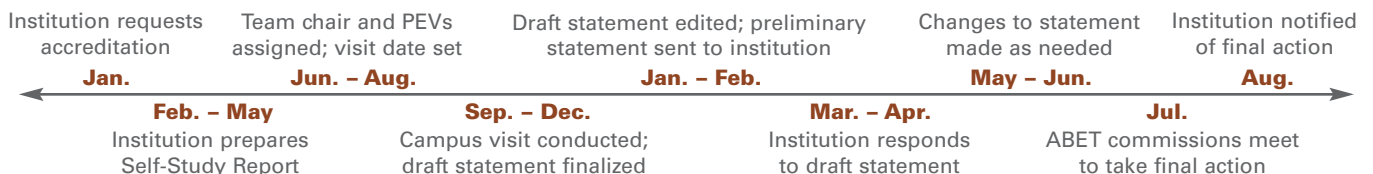
**Step 1:** A program evaluator's work begins with the receipt of a Self-Study Report, which a program seeking accreditation submits to ABET. The Self-Study Report contains general information about the program and institution and specific details about how the program meets the evaluation criteria. The program evaluator thoroughly reviews this information and, if needed, communicates with the program to resolve any ambiguities or answer any questions that the report raises.

**Step 2:** The program evaluator travels to the institution with one or more additional program evaluators and an evaluation team leader called a team chair. Once on site, the program evaluator will spend approximately two days investigating his or her assigned program with the help of the program's chair and faculty. Activities during these days usually include observing classes, interviewing students and faculty, touring facilities, and reviewing course materials and student work.

**Step 3:** Based on a review of the Self-Study Report and observations made on site, the program evaluator writes a draft statement on the assigned program's adherence to the evaluation criteria. This statement is submitted to the team chair and will be incorporated into the exit statement to the program(s) and institution, given at the conclusion of the on-site visit.

**Step 4:** The program evaluator travels home and submits expense reports and performance evaluations of his or her visit team members. The program evaluator may also need to respond to questions during the statement-editing period.

## The Accreditation Process Timeline



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# Program Evaluator Job Description

### Prior to Program Assignment

- Complete program evaluator training as assigned.
- Update biographical information.
- Indicate dates available for visit assignments.

### After Assignment and Prior to Program Visit

- Refresh knowledge of evaluation criteria, procedures, etc.
- Receive, review, analyze, and understand program Self-Study Report and academic processes in specific program area.
- Interface with the team chair (and, in some cases, the program) prior to visit to have all questions answered. Schedule necessary interviews prior to arrival on site.
- Download and prepare all materials — forms and statement — prior to on-site visit.
- Coordinate logistics for on-site visit, including travel and materials, with the ABET travel agent and the team chair.

### On-Site Visit

- Participate in on-site visit.
  - Be an active and involved participant to enable team to reach consensus.
  - Prepare report on a timely basis.
  - Conduct student, faculty, staff, and administrative interviews and assess/interpret information to corroborate the information provided in the program Self-Study Report.
  - Review course materials and student work.
  - Write succinct, cogent assessment of program.
  - Provide all requested materials to team chair.

### After On-Site Visit

- Complete team chair and team member evaluations within one week of the visit.
- Submit expense report within two weeks after your return from the visit.
- Respond to requests from the team chair during due process response period completely and on a timely basis.
- Provide feedback to ABET Member Society.

**Total Annual Time Commitment = 7 days (approximate)**

## The Road to Becoming an ABET Program Evaluator

1. Begin the application process at [www.abet.org/volunteer-to-become-a-program-evaluator/](http://www.abet.org/volunteer-to-become-a-program-evaluator/).
2. If the professional society accepts your application, you will be assigned a mentor and asked to complete some online work to prepare for formal program evaluator training.
3. If the online work is completed satisfactorily, you will attend formal, face-to-face program evaluator training.
4. If the training is completed satisfactorily, your professional society will approve you as a program evaluator. In some cases, your society will ask you to observe a campus visit prior to approval as an evaluator.
5. Based on your availability and the demand for program evaluators in your field, you will be assigned to evaluate a program.

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