

External Reviewer FAQs

When should reviewers be identified?

Upon notification that a program will be under review (this typically occurs in spring of the year prior to the review) program chairs should be looking for two external reviewers. The outside reviewers names should be submitted to the dean of the college for approval and then to Sam Rosenberg for final approval.

Do you have a standard letter that is sent to the external reviewers?

Since each college makes their own arrangements for the program review visit, a standard letter has not been created in the Office of the Provost. A brief outline of what you may wish to include in the letter are listed below:

- looking forward to hosting you for the program review in [program]
- the review will begin at [date and time]
- the review will conclude at [date and time]
- the self-study is attached/included in the mailing
- this will be a two campus visit... (include details) or this will be a one campus visit (include details)...
- itinerary is attached or will follow shortly
- the written report generated from your visit is due no later than [date]
- lodging has been secured at [name and address] for [dates]
- transportation will be provided by ...
- ask that you save your receipts for any travel expenses incurred during this visit and submit them to our college administrative assistant [insert name]
- your contact person during the visit will be ... He/she can be reached at ... Including a cell phone number
- let us know if we can be of any additional assistance

How do we confirm the external reviewers and plan for their visit to campus?

After you have confirmed the names of the peer reviewers and the dean and Sam Rosenberg have approved the reviewers, please send this information to Natalie Henry at nhenry@roosevelt.edu . Natalie creates contracts prior to the visit for each reviewer.

If your program is primarily a Schaumburg program, please contact Yvette Joseph at x7283 in Schaumburg and she will be more than happy to work with you on making the lodging reservations and providing return envelopes for the reviewers to submit their expenses. Yvette will also be available, if needed, to help guide your college's administrative assistant in creating a professional itinerary which will be sent to the reviewers along with the self-study. Yvette indicated that she can help with meeting room choices in SCH as well.

If your program is primarily a Chicago program Natalie Henry at x3613 is your contact person and she will confirm the lodging and work with your college administrative assistant, as needed to set up a professional itinerary.

Your Dean's office heads up the program review process and is involved in identifying and contacting external reviewers and working with the program chair to develop the itinerary and plan the visit. The Dean of your college should have a support person to help you with the arrangements.

The visit is usually 1.5 days long with two evenings in hotels. During the visit the peer reviewers will meet with program faculty, the department chair, the College Dean, and students (both graduate and undergraduate). At both the beginning and at the end of their visit external reviewers will meet with Provost Gandre, Vice Provost for Faculty and Academic Administration Sam Rosenberg, Schaumburg Provost Knerr (if a good portion of the program is offered in Schaumburg), Associate Provost for Graduate Studies Kimberly Ruffin, and Associate Provost for Undergraduate Studies Linda Jones. Meetings with the administrators may be combined such as the Provost(s) and Vice Provost. This meeting should be scheduled for one hour in length by contacting Levi Branson at x6595.

You also want to schedule time for the reviewers to meet together privately while they are here to discuss their report. Guidelines for their report are on the Provost's website at:

<http://www.roosevelt.edu/Provost/ProgramReview.aspx>

What is in the Program Review Budget for feeding the Reviewers, Faculty and Students?

Typically only the reviewers are fed. We will also provide beverages and cookies for students attending a breakout session to meet with

reviewers. We do not provide for faculty lunches. The dean may provide for this with college funds.

Who meets with the Program reviewers?

Dean

Vice Provost for Faculty and Academic Administration – Rosenberg
(contact Natalie Henry)

Provosts and Vice Provost (can be Rosenberg, Gandre and Knerr
together - preferable) (Contact Levi Branson)

Associate Provosts Ruffin and Jones

Faculty in program area

Students from program

What is the typical honorarium and allotment for expenses?

The standard honorarium is \$800. In addition, Roosevelt will cover all travel expenses, hotel etc. Reviewers typically stay at the Club Quarters. Natalie Henry from the Provost's Office will take care of relevant paperwork, arrangements etc. for the external reviewers.