

PROCEDURES FOR ARRANGING CUR-SPONSORED REVIEWS OF DEPARTMENTS or PROGRAMS

The usual sequence of events is as follows; please be aware that we would like to be as flexible as possible to meet your specific needs. Therefore what is written here is NOT set in stone:

1. The Consulting Committee proposes agendas/programs for various types of consultancies. It devises report formats. It maintains a high-quality "stable" of consultants, and consults with the CUR National Office in setting up consultancies. It reviews assessment surveys of both the CUR reviewers and the institutional representative at the site of the consultancy, for quality control and program improvement. A member of the Committee may also review individual consulting reports as appropriate for purposes of program improvement. The Committee ensures high quality of reviews through training of consultants (sessions at CUR meetings as well as on-the-job training with senior consultants). Finally, the Committee helps publicize the program by word-of-mouth outreach and distribution of print materials. It assists the National Office in designing publicity for the program.
2. An individual at the host institution interested in a Departmental or Divisional Review contacts the National Office, which then contacts an appropriate CUR volunteer (usually a member of the Consulting Committee) for help/advice in contacting potential consultants.
3. Different liaisons then take different approaches to arranging the review. Most will call or e-mail the contact person at the host institution to gather some details about the review. Some liaisons may send several CVs to the contact person at the host school, from which the host school chooses the reviewers. Liaisons tend to have on file CVs of individuals from different types of institutions (public vs. private vs. church-related; large vs. small enrollments; individual science departments vs. an integrated science division), with different rank and amount of administrative experience), from different geographic regions, different sub-disciplines, and with differing amounts of experience doing these types of reviews. Alternatively, the Liaison may send out a "Call for Consultants" over CUR's list server in which the name and location of the institution desiring our services are specifically mentioned, and in which reviewers who are interested are asked to respond to the Liaison (usually this is accompanied by some range of dates so that the potential reviewers can partially assess their availability).
4. After the host school has agreed to the consultants and the general scope of the review is established between CUR and the host school, it is up to the "contact person" at the host school (a Dean, VPAA, department chair, or a designated faculty member) to set up the visit with the consultants. At that time reviewers should be informed of any specific questions to be addressed, if the consultation is to be other than a general program review. The date(s) for the review should be confirmed. Each reviewer should be told the identity of the other(s) so that they can discuss who will be acting as lead reviewer and how to coordinate their visit.
5. Once a date has been set, most of the correspondence occurs directly between the host school and the review team. The CUR National Office should be made aware of the date(s) of the review, and the consultants should follow the time lines and reporting established on the CUR website to document and assess the review.