

PROCEDURES FOR ARRANGING 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 Program Review Committee proposes agendas/programs for various types of reviews. It devises report formats. It maintains a high-quality "stable" of reviewers. It reviews assessment surveys of both the reviewers and the institutional representative at the site of the review, for quality control and program improvement. A member of the Committee may also review individual review reports as appropriate for purposes of program improvement. The Committee ensures high quality of reviews through training of reviewers (sessions at CUR meetings as well as on-the-job training with senior reviewers). Finally, the Committee helps publicize the program by word-of-mouth outreach and distribution of print materials.

2. An individual at the host institution interested in a Departmental or Divisional Review contacts the Program Review Committee chair through an online website, who then contacts an appropriate volunteer (usually a member of the Program Review Committee) for help/advice in contacting potential reviewers.

3. Different liaisons then take different approaches to arranging the review. Most will call or email 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 Reviewers" 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 reviewers and the general scope of the review is established between the reviewer 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 reviewers. At that time reviewers should be informed of any specific questions to be addressed, if the review 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.