Who Does What and When?
Reviewers Timeline

Prior to requesting a review, the Institution should determine if a review is important to its program. If an external review is of value, the specific issues to be addressed should be determined (e.g. curriculum, staffing, undergraduate research, program assessment, etc.). Those setting up the review should determine the type of reviewers that would be of most value (i.e. Should your reviewers have administrative experience? Do you want specific sub-areas within your discipline to be represented? Are there geographic restrictions? Is it important that reviewers come from an institution similar to your own?) Materials needed for a visit should also be reviewed. An example of these materials can be found at http://www.cur.org/Consulting/Checklist.PDF. Once the institution has decided to host a review, a representative of the institution should contact the Program Review Committee Chair at http://www.cur.org/Consulting/request.asp. The following approximate timeline should be expected.

INSTITUTION: Makes initial contact with the Program Review Committee (website)

COMMITTEE CHAIR: Within five days*, responds to institution via letter acknowledging inquiry. Within two days, contacts appropriate Division Liaison

LIAISON: Within three days, contacts institution to determine review criteria and needs.

LIAISON: Within ten days, determines potential reviewers, mails CVs to Institution.

INSTITUTION: From CVs, selects potential reviewers and contacts these individuals directly to determine the availability of the reviewer, to determine whether or not the reviewer has the appropriate credentials/expertise, and to discuss materials that need to be prepared for the reviewer prior to the site visit (see sample checklist - http://www.cur.org/Consulting/Checklist.PDF ). If a reviewer is not identified/selected, contacts liaison for new CVs.

When a reviewer is identified, review dates, visit criteria, and schedule are established. Should the institution require a contract with the reviewer, the contract is signed at this time. Within five days of finalizing the visit, contacts the Liaison to confirm the individuals selected for the review.

Materials for the review should be sent to the reviewer approximately one month prior to the visit.

REVIEWER: Within five days of finalizing a visit, contacts the LIAISON with dates of the review.
REVIEWER: Within five days of completing a visit, informs the Liaison of the dates of the site visit and conveys to the liaison when the report has been (will be) provided to the institution. If any issues arose during the review, the reviewer should report these to the liaison.

INSTITUTION: Within ten days of receiving the report, reimburses reviewer for travel expenses and reviewer fees. (At the discretion of the Institution, reviewer’s travel expenses may be reimbursed at the time of the visit.) Within five days of completing the review, contacts the liaison to confirm completion of the on-campus review and the receipt of the final report.

LIAISON: Within five days, notifies the committee chair when the review is complete and the report has been provided to the institution.

COMMITTEE CHAIR: Within ten days mails the Review Satisfaction Survey to institution.

INSTITUTION: Within ten days, completes the Program Review Survey (http://www.cur.org/Consulting/survey.asp).

* Days – All days are “Business Days”