

## FAQ's for Reviewers

### Updated October 2014

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1. *What are the major steps of Marquette's academic program review process?*
  - a. A Provost Summit is held to establish a set of three strategic issues for the self-study and the review
  - b. After the Summit, the unit identifies at least 5 potential reviewers and data needed for the self-study
  - c. External reviewers are invited to campus by and campus visit dates are established by the Provost's office in consultation with the academic units
  - d. The self-study is completed by the unit and shared with the reviewers four weeks prior to the visit
  - e. While on campus, the reviewers meet with unit leadership, students, faculty, the Program Review Council (PRC), and the Provost, as well as other constituencies such as alumni or recruiters
  - f. The external reviewers' report is submitted two weeks after the campus visit
  - g. The academic unit leadership meets with the Program Review Council to discuss reviewer recommendations
  - h. The Program Review Council establishes a set of recommendations and forwards them to the Provost
  - i. The academic unit meets with the Provost and PRC chair to develop an action plan
  - j. The action plan is approved by the Provost and shared with the PRC
  - k. Action steps that are identified as priorities for the unit and the college are included in the dean's annual college review and three year plan
  
2. *When do campus visits by reviewers begin and end?*

Typically, campus visits are held beginning on Wednesday at noon and ending Friday at noon. On occasion, reviews may take place on different days of the week, always starting at noon on day 1 and ending at noon on day 3.
  
3. *What is the compensation paid to each reviewer?*

Marquette University will pay \$1,000 for the review plus travel, food, and lodging expenses.
  
4. *Who assists the reviewers with travel arrangements?*

The Provost's administrative assistant will handle lodging. Reviewers are responsible for making their own airline arrangements as reviewers sometimes have a preferred airline or may wish to extend their stay. Once a ticket has been purchased a timely reimbursement will be made. Guests will be given an envelope to mail all expenses for reimbursement.
  
5. *Do the reviewers need to sign a contract?*

Yes and this will be provided to the reviewers as soon as the campus visit dates are established.
  
6. *How large is the review team?*

There will typically be two members of the review team and one member will be designated as team lead. The team lead will coordinate all the activities of the team and submit the final report.
  
7. *How do reviewers access the self-study documents prior to the visit?*

The self-study documents will be maintained on a sharepoint site. To gain access to the site, the Provost's office will send each reviewer a temporary MU ID. The reviewers will need to call MU Information Technology Services and identify themselves with the MU ID and MU email address that was provided. MU IT Services will then give the reviewer a Marquette campus login and a password. Upon notification to the Provost's office that the account has been established, a link to the sharepoint folder will be sent to the reviewers. Reviewers can access the sharepoint site from off campus by using the newly created Marquette login and password.

8. *What documents are on the program review sharepoint site for the academic unit under review?*  
A self-study documents folder will contain the strategic issues statement, the self-study, data, and the visit schedule. If you would prefer to have a flash drive mailed to you, please make that request to the Office of the Provost administrative assistant.
9. *When can reviewers expect to receive the self-study?*  
We ask the units to complete their self-study four weeks before the external visit and then share it with the external reviewers along with the strategic issues statement and supporting data.
10. *Who develops the review schedule?*  
The unit is responsible for developing the review schedule with support from the Office of the Provost. Meetings with various constituencies should focus on the strategic issues.
11. *How should the reviewers prepare for the meeting with the Program Review Council during the campus visit?*  
The reviewers will be asked to present a 15-20 minute report to the council regarding preliminary findings. The remainder of the meeting will be spent as a question and answer period between the council members and the reviewers.
12. *What is the agenda for the exit interview with the Provost and Associate Provost?*  
This meeting is an opportunity for the reviewers to share their preliminary findings and ask any questions about issues that came up during the visit. This exit meeting will help the Provost to work with the academic unit on their action plan.
13. *Is there an exit interview with the academic unit?*  
This will be up to the academic unit and the reviewers. The Provost's Office will build this into the schedule upon request.
14. *When is the final report due?*  
Reviewers are asked to submit their final report to the Associate Provost for Academic Planning and Budgeting two weeks after the campus visit. If extenuating circumstances require an extension, please contact the Associate Provost. The schedule includes a follow-up meeting to discuss the review with the PRC and an extension may cause this date to be changed.
15. *Is there a formal template for the final report?*  
The review team should focus its report on the strategic issues and also identify any additional challenges or opportunities that they discovered while analyzing the unit data or during the visit.
16. *How long should the final report be?*  
An ideal external review report is no longer than 25 pages in length and contain an executive summary of recommendations for addressing the strategic issues. The PRC requests that the summary findings be presented in bullet point format with explanations and justification in a subsequent section.
17. *What happens after the reviewers turn in the final report?*  
The PRC will meet with the unit leadership to discuss the recommendations of the report in preparation for the PRC's report and recommendations.