

FAQ's for Reviewers

Updated September 2016

1. *What are the major steps of Marquette's academic program review process?*
 - a. A Provost's 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 participate in the review and the 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 two 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 PRC to discuss reviewer recommendations after the external review is received.
 - h. The PRC 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 plan.

2. *When do campus visits by reviewers begin and end?*

Typically, campus visits are held beginning on Wednesday at noon and ending on 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 Office of the Provost will handle lodging arrangements. 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. Reviewers will be given an envelope to mail any other incurred 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, with one member being 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 emailed to the reviewers two weeks before the visit and they will receive a flash drive along with other materials when they arrive on campus.

8. *What documents are included in the self-study for the academic unit under review?*

The self-study documents include the strategic issues statement, the self-study, academic and enrollment data, financial data, and the visit schedule.

9. *When can reviewers expect to receive the self-study?*
We will share the self-study documents with the reviewers two weeks before their campus visit.
10. *Who develops the review schedule?*
The academic 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. If there is a particular group with whom the reviewers would like to meet that is not included in the draft visit schedule, the reviewers can work with the Office of the Provost to schedule the meeting.
11. *What exit meetings are scheduled for each unit?*
On day 3, the typical schedule will include an exit interview with the unit's administrative leaders (e.g., department chair and dean), a meeting to discuss early findings with the PRC, and an exit interview with the Provost and the Vice Provost for Academic Planning.
12. *How should the reviewers prepare for the one hour meeting with the PRC 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.
13. *What is the agenda for the exit interview with the Provost and Vice 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 the action plan.
14. *When is the final report due?*
Reviewers are asked to submit their final report to the Vice Provost for Academic Planning two weeks after the campus visit. If extenuating circumstances require an extension, reviewers are asked to contact the Vice Provost. The review schedule includes a follow-up meeting for the unit to discuss the review with the PRC and therefore requesting 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 contains 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 justifications 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.