

Division of Responsibilities and Agenda Items for External Reviews

The Graduate School is responsible for:

- Inviting external and internal reviewers
- Paying for the travel and lodging of designated graduate external reviewer
- Paying the honorarium for the designated graduate external reviewer
- Paying for incidental meals of designated graduate external reviewer through university per diem

The department or program under review is responsible for:

- Identifying possible external and internal reviewers and dates for the review
- Providing lunches for reviewers on review days (this typically includes a lunch meeting of reviewers with students)
- Providing coffee, water, and light snacks for reviewers
- Paying for meal of external reviewer at the informal dinner with faculty (there is also the option of asking the reviewer to pay his or her own meal and be reimbursed by the Graduate School)
- Producing a self-study for the review (due 2 weeks before the review)
- Responding to the reviewers' report

For reviews that also include an undergraduate program, DASA is responsible for:

- Paying for the travel and lodging of designated undergraduate external reviewer
- Paying the honorarium for the designated undergraduate external reviewer
- Paying for incidental meals of designated undergraduate external reviewer through university per diem

The agenda for the review generally includes the following items for reviewers:

- Introductory meeting with college deans
- Introductory meeting with head and DGP and, when appropriate, undergraduate coordinator
- Meeting with appropriate staff
- Meeting with graduate students (and when appropriate, undergraduate students)
- Meeting with faculty
- Meeting separately with junior faculty
- Meeting with research faculty
- Meeting with individual faculty and students who desire such a meeting
- Time for drafting report
- Exit meeting with college deans
- Exit meeting with faculty