**Responsibilities throughout External Review Process**

Office of Assessment and Program Review

1. Acquires lists of preferable dates and dates not possible for the review from department/program.
2. Contacts potential evaluators after department forwards Dean-approved list of recommended reviewers (which occurs after the self study is completed and approved)
3. Arranges dates of visits, consults schools and departments.
4. Schedules meetings with Vice Provost, Associate Vice Presidents of Undergraduate and Graduate Studies and Research (if there is a graduate program), the Dean and Associate Dean, as well as the exit meeting. Notifies the EPC and GSC reps of the exit meeting date and time. If a replacement is needed, arranges this with the EPC and GSC chairs.
5. Reserves meeting room for exit meeting and informs attending members.
6. Reimburses for travel expenses and $500 honorarium. Provides reviewers with information about travel and reimbursement. Provides relevant paperwork for reimbursement. Arranges for parking passes (which can be picked up at Info Booth # 2 in B4 lot)
7. Sends the self study, program review guidelines, evaluator guidelines, maps, parking information, and interview schedule to the reviewers. If the schedule is not complete, see (3) under Department/Program. Also sends self study and curriculum vitae of reviewers to relevant administrators.
8. Confirms all of the above with reviewers.
9. Sends reminder to individuals listed in (4), Chair, and reviewers at least a week before.

Department/Program

1. Provides list of at least 4 potential external reviewers, approved by the Dean after the self study is completed and approved. This should include contact information. This list should be varied as both reviewers cannot come from the same campus. Also, at least one of the reviewers should be from a CSU campus is possible. There may either be two external reviewers or one external reviewer and one internal reviewer.
2. Arranges all other details of the reviewers’ on campus schedule.
3. Sends completed schedule to the Office of Assessment and Program Review. If a completed schedule is not sent to the Office of Assessment and Program Review before the reminder email is sent out, then the department/program makes sure to send the completed schedule to the reviewers at least a week before the external review.
4. Once the detailed schedule has been sent to the evaluators, makes contact with them to see if there are other meetings they desire or if activities were omitted from the schedule which they would like to have included.
5. Provides whatever hospitable details are needed throughout the reviewers’ visit, such as arranging transportation for the reviewer to and from the airport/hotel. This includes arranging a host to walk the reviewers to meetings for their visit or determining whether they would like to have dinner with department members. All meals are at the department’s discretion and expense.
6. Determines what material should be assembled for the evaluators to review while they are here. (This will vary with your department’s priorities and concerns. Examples: proposed program revisions, master’s theses, recent schedule of classes and enrollments, syllabi, etc.)

Extra Notes

* Consider the following groups and activities as you devise a schedule: full-time and part-time faculty, students, EPC and GSC representatives, technical staff, special programs and advisors, attending classes, time to confer as a team, and “breaks.”
* Consult the reviewers regarding other materials they would like provided.
* If any questions arise throughout the process of external review, please feel free to contact the Office of Assessment and Program Review for guidance or assistance.
* Please refer to the [Guidelines for External Reviewer Campus Visit](http://www.csun.edu/assessment/pr_docs/guidelines_external_reviewer_campus_visit.docx) for a detailed breakdown of this process.