



**UCF Academic Program Review
External Consultant Arrangements - Distribution of Duties**

Task	Responsible Office	Additional Details
Send invitation to serve as external consultant to person selected by Program Review Committee (PRC)	academic affairs	Note, invitation comes from AA, not program.
Schedule dates of site visit (typically two days on campus)	academic affairs	AA coordinates with consultant and college to establish the dates of the visit. College coordinates with program.
Consultant travel arrangements	college or program	College or program is responsible for making all travel arrangements and funding all travel expenses. AA will notify designated travel contact when to initiate contact with consultant to make travel arrangements.
<p><u>Site visit itinerary (Phase 1)</u>: AA schedules a core set of meetings between the consultant and the following parties, as appropriate.</p> <ul style="list-style-type: none"> • provost • PRC • undergraduate vice provost & dean • graduate vice provost & dean • vice president for research 	academic affairs	<p>Each session is typically scheduled for 45 min. with appropriate travel and/or break time in between.</p> <p><i>Note: Once the Phase 1 meetings are scheduled, AA will forward the itinerary to the college to coordinate remaining scheduling details (Phase 2) with additional stakeholders.</i></p>
<p><u>Site visit itinerary (Phase 2)</u>: College works with program to coordinate remaining scheduling details; see the following page for complete details</p>	college or program	<p>Do <u>not</u> begin scheduling until AA has completed Phase 1 scheduling. You may wish to hold time on calendars in advance.</p> <p>Each session is typically scheduled for 45 min. with appropriate travel/break time in between.</p>
Honoraria	college or program	Each consultant receives an honorarium funded by the college or program; the typical amount is \$2,000 per two-day visit. The college or program is responsible for completing all associated paperwork and transmitting the honorarium to the consultant <i>immediately following receipt of the consultant's final report(s).</i>

Academic Program Review Phase 2 – Consultant Site Visit Itinerary Details

The college or program is responsible for scheduling the following sessions. Time will be quite limited. As such, we strongly recommend utilizing meal times for some meetings.

	Required	Optional <i>as appropriate</i>
Consultant meetings with:		
college dean	X	
associate and assistant college deans		X
department/unit chair or director	X	
program director(s) for each program under review	X	
faculty members from each program under review (recommended for 1 st day of visit)	X	
staff members who support each program under review	X	
students from each program under review (<i>separate meetings preferred but can combine if necessary; should at least separate UG and grad</i>)	X	
program alumni		X
advisory board(s)		X
internal partners (e.g., directors of UCF interdisciplinary programs)		X
community partners (e.g., internship sites)		X
regional campus administration		X
other external partners (e.g., appropriate state/community college personnel for articulated programs)		X
one-on-one sessions with consultant for faculty, staff, or students (<i>usually by advance sign-up</i>)		X
Additional sessions:		
tour of facilities (<i>can be to and from the hotel or other meetings</i>)	X	
tour of campus (<i>can be to and from the hotel or other meetings</i>)	X	
time to review student works that cannot be provided in advance		X
time to prepare for preliminary exit report to provost (<i>at least one hour</i>)	X	
time early in the visit for consultant teams to meet alone, if applicable	X	

Note: Your consultant(s) may request additional meetings not included in the original itinerary. When practicable, we do what we can to accommodate the consultants' wishes. A completed itinerary (see sample itinerary) will be due to AA sufficiently in advance of the scheduled site visit and will be provided to the consultant at least a week beforehand for review and comment. The deadline for submitting the completed itinerary to academic affairs will be set after the site visit dates are determined and after the Phase 1 sessions are scheduled.

Additional Phase 2 Details

College or program also coordinates the following:

- all meals (B, L, D) – generally accompanied by department chair and/or program members
- transportation to and from airport
- transportation between hotel and campus
- guided transport to campus meeting locations

Please also note the following:

- On the itinerary, please clearly identify the names of specific individuals responsible for transporting the consultant between locations. Doing so will help ensure the visit stays on schedule and minimize confusion.
- As a courtesy to the consultant who will be unfamiliar with most UCF personnel, please include first and last names and titles (e.g., Dr., Prof., Mr. Ms.) the first time an individual is identified on the itinerary. When appropriate, please also identify the individual's role (e.g., dean, chair, program director).
- Faculty, administrators, or other staff should *not* attend the consultant meetings with students, alumni, or advisory boards. Similarly, faculty members should be provided the opportunity to meet with consultants without administrators present.