



ACADEMIC PROGRAM REVIEW

SITE VISIT DISTRIBUTION OF DUTIES

Site Visit Coordination Tasks and Distribution

Task	Responsible Office	Additional Details
Send invitations to the external consultants nominated by the programs and selected by the Program Review Council (PRC)	academic affairs	Note: invitation and all initial communications come from AA, not from the college or programs.
Schedule dates of the site visit (typically two days virtual or in-person on campus)	academic affairs	AA coordinates with consultants, university leadership, and college to establish the dates of the site visit. College coordinates with programs.
Creation of Vendor ID for consultants	academic affairs	AA coordinates with consultants and F&A to create a vendor ID for consultants for travel reimbursement and honoraria processing purposes. This information will be provided by AA to the appropriate parties at the appropriate times.
Consultant travel arrangements (if conducting in-person site visit)	college or programs	College or programs are responsible for making all travel arrangements and funding all travel expenses of external consultants. AA will notify the designated travel contact and provide further instructions when it is time to initiate contact with consultants to make travel arrangements.
<u>Site visit itinerary development (Phase 1):</u> AA schedules a core set of meetings between the consultant and the following parties, as appropriate: Provost, PRC, undergraduate vice provost & dean, vice provost for research & graduate dean	academic affairs	Each session is typically scheduled for ~45 min. to 1 hour with appropriate travel and/or break time in between. Note: Once Phase 1 meetings are scheduled, AA will forward the draft itinerary to the college and programs to coordinate the remaining site visit meetings with additional stakeholders (Phase 2).
<u>Site visit itinerary development (Phase 2):</u> College works with programs to coordinate remaining scheduling; see the following page for additional details	college or programs	Note: Do not begin scheduling until AA has completed Phase 1, though you may wish to hold time on busy calendars for the 2-day sit visit in advance. Each session should be scheduled for ~45 min. to 1 hour with appropriate travel and/or break time in between.
Honoraria	college or programs	Each consultant receives an honorarium funded by the college or programs; the typical amount is \$2,000 per two-day visit. The college or programs are responsible for completing all associated paperwork and transmitting the honorarium to the consultant immediately following receipt of the consultant's final report(s) . AA will alert the designated honorarium contact at the appropriate time.

Site Visit Itinerary Development

The college or programs are responsible for scheduling and ensuring the availability of participants for the Phase 2 site visit meetings listed below:

	Required	Optional as appropriate
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) (internal and external)		X
internal partners (e.g., directors of UCF interdisciplinary programs)		X
community partners (e.g., internship sites)		X
UCF Online / UCF Connect		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 (<i>at least one hour</i>)	X	
time early in the visit for consultant team to meet alone, if applicable	X	

Note: Your consultant(s) may request additional meetings not included in the original itinerary or the table above. 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 dates and will be provided to the consultants 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 by AA.

The college or programs are also responsible for coordinating the following:

- The room reservation or virtual meeting hosting of all Phase 2 meetings
- adequate time with all meeting participants
- that faculty and administrators *do not* attend consultant meetings with students, alumni, or advisory boards. Similarly, faculty members should be provided the opportunity to meet with consultants without administrators present.
- If hosting an in-person site visit:
 - all meals (these can be accompanied by department chair and/or program members; a consultants-only dinner is preferred after day one to give time for reflection)
 - transportation to and from airport and between hotel and campus
 - escorts/transportation to all campus meeting locations