



Academic Program Review Site Visit Logistics - 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/initial communication comes from AA, not from college or program.
Schedule dates of site visit (typically two days on campus)	academic affairs	AA coordinates with consultants, university leadership, and college to establish the dates of the site visit. College coordinates with program.
Creation of Vendor ID for consultants	academic affairs	AA coordinates with consultants and F&A to create a vendor ID for consultants for reimbursement and honoraria processing purposes. This information will be provided by AA to the appropriate parties at the appropriate times.
Consultant travel arrangements	college or program	College or program is 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: <ul style="list-style-type: none"> • provost • PRC • undergraduate vice provost & dean • vice provost for research & graduate dean 	academic affairs	Each session is typically scheduled for ~45 min. with appropriate travel and/or break time in between. <i>Note: Once the Phase 1 meetings are scheduled, AA will forward the itinerary to the college to coordinate remaining site visit scheduling details (Phase 2) with additional stakeholders.</i>
<u>Site visit itinerary development (Phase 2)</u> : College works with program to coordinate remaining scheduling; see the following page for additional details	college or program	Note: Do <u>not</u> begin scheduling until AA has completed Phase 1 scheduling. You may wish to hold time on busy calendars in advance. Each session is typically scheduled for ~45 min. with appropriate travel/break time in between.
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>

Phase 2 Consultant Site Visit Itinerary Development Details

The college or program is responsible for **scheduling and ensuring the availability** of participants of the sessions listed below for the consultant site visit. Time will be quite limited during the site visit. As such, we strongly recommend utilizing meal times for some meetings where possible.

	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 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 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.

Additional Phase 2 Details

College or program is also responsible for coordinating the following:

- all meals (B, L, D – can be accompanied by department chair and/or program members; a consultants-only dinner is preferred on day one)
- transportation to and from airport and between hotel and campus
- escorts/transportation to all campus meeting locations
- adequate time with meeting participants: faculty and administrators should *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.