

Division of Administration and Finance

External Review Process and Payment Guidelines

External review is an important component of a comprehensive program review process. For this reason, the VCAF has allocated up to \$600.00 per program to cover the costs associated with the external review visit. The process for selecting and paying the external reviewer is outlined below.

External Review Process

1. Selecting the external reviewer
 - a. The ideal reviewer will possess the following characteristics:
 - Knowledge about the discipline, including current trends
 - Experience in an institution/department similar to your program and the university's characteristics
 - Experience administering a department at a senior level
 - Experience with program evaluation and/or consultation
 - Ability to provide an objective evaluation of the department (former student, staff members, or UCCS faculty members may not serve as external reviewers)
 - b. Departments should consult with their AVC and/or Executive Director, and the Assessment Committee before making an offer
2. Negotiating the reviewer's stipend
 - a. The director should negotiate the reviewer's stipend. Each program will receive \$600 from the VCAF, which may be applied to a stipend and any travel expenses incurred by the reviewer
 - b. Costs exceeding \$600 must be paid from the department's operating funds
 - c. Costs for meals or refreshments during the campus visit are the responsibility of the department
3. Conducting the review
 - a. The department should provide relevant documents and information to the reviewer prior to her/his arrival on campus:
 - URL for the department's website
 - Division and department organization chart
 - Program Review categories/rubric
 - Draft of self-study narrative
 - Assessment Committee feedback on self-study
 - List of specific questions the program would like the reviewer to address
 - Any additional materials requested by the reviewer
 - b. While on campus, the reviewer should meet with the following groups and individuals:
 - Director
 - Department staff
 - Student employees
 - Associate Vice-Chancellor and or Executive Director
 - Advisory Board (if applicable)
 - Any other individuals or groups identified as relevant by the department/or the reviewer
 - c. After the campus visit, the reviewer should provide a written report to the department no later than 30 days following the visit. The report should include the following:

- Reviewer's name, title, and affiliation
 - List of the individuals/groups with whom reviewer met on campus
 - List of documents reviewed
 - Description of program strengths
 - Discussion of program weaknesses or challenges
 - Recommendations for future action
4. Preparing and processing payment forms
- a. Prepare the following forms for processing payment to the reviewer BEFORE their visit:
 - If non-CU employee: Scope of Work form <https://www.cu.edu/psc/forms/scope-work-sow>
 - Have external reviewer complete form CU W-9 and attach to the content <https://www.cu.edu/psc/forms/w-9-signed-cu>
 - If current CU employee: Additional Pay Pre-Approval Form <http://www.uccs.edu/hr/forms-and-templates.html>
 - b. Send the completed to department administrative assistant or whomever helps to do Procurement for your department
 - c. Payment should be processed after the reviewer's report is filed. In some cases, a department may elect to pay part of the stipend at the time of the campus visit. The full payment should not be processed until after the program receives the reviewer's report.
 - d. Charge to speedtype 41001000 and give copy of paperwork to the Director of Assessment.