

External Visit Guidelines (updated 7/2015—APRC to APIC)

Departmental Review

Selection of the Evaluation Team

The evaluation team will consist of two external consultants within the discipline of the department to be reviewed. Normally, one visitor will be from a comparable undergraduate institution and one will be from an institution that has a program to which Simpson aspires or one that has a graduate program in the discipline. Ideally the team will consist of one male and one female, with one consultant being an ethnic minority. Consultants should not be from institutions with which Simpson directly compete for students. Normally this will exclude Iowa institutions. Contact the associate vice president for more information.

The department should have contacted its nominees in advance to see if they are interested and available. *When contacting prospective consultants, it is important to say that the associate vice president will make the final decision and that they are among several potential candidates. Please ask them to hold proposed dates open, but do not promise that they will be selected.* Departments will send a list of at least three consultants along with their vitae to the associate vice president and should provide a ranking and rationale for each consultant. Once two consultants are selected, the associate vice president will send them a written invitation.

Duties of the Associate Vice President in Organizing the Campus Visit:

The associate vice president will:

- in consultation with the department chair select the consultants from the ranked list
- in consultation with the department chair determine the dates of the review
- invite the consultants to participate in the review
- issue a contract to the consultants
- contact the consultants prior to the review to go over procedures and concerns
- participate in the exit interview along with APIC members
- issue payment to the consultants for their expenses after receiving copies of their receipts
- issue contracted payment to the consultants upon receipt of the review document

Duties of the Department Chair/ Program Director in Organizing the Campus Visit:

The department chair/ program director together with the building assistant determine who is responsible for the following steps and inform the associate vice president as confirmed information becomes available. The responsible person will:

- consult with the associate vice president to determine the days of the visit and the meetings with the dean.
- schedule the itinerary for the remainder of the consultants' visit using the guidelines listed at the end of this document
- book lodging at a local lodging establishment.
- obtain parking permits from security if needed.

- organize travel arrangements and transportation to and from the airport if necessary. Account numbers to be used for billing purposes are available from the dean's office.
- make any meal/and/or entertainment arrangements during the consultants' visit.
- ensure that the consultants are accompanied to and picked up from each appointment.
- request meal tickets for the consultants to dine in the dining service from the dean's office.
- keep track of all expenses and submit a completed request for payment form along with all receipts to the associate vice president. The academic dean is responsible for all expenses incurred for the evaluation. The payment will be sent by the associate vice president.

Following their visit, the consultants will prepare a written report for the dean, APIC, and the department. The report will be submitted to the associate vice president who will acknowledge receipt of the written report and send a stipend check in the amount of \$500 per consultant plus \$500 for the author of the report (split evenly if co-authored).

Following receipt of the consultants' written report:

- The department will write a point by point response to the reviewers' comments and suggestions, which should be submitted to APIC.
- The department chair and available department faculty will meet with APIC to clear up any questions or issues.
- APIC will submit its recommendations to the dean.
- The department and the dean will review and consult on a plan to guide the department in implementing the suggestions resulting from the review. The plan should guide the department until its next review.

Detailed Schedule for the Visit:

The department chair/ program director arranges the detailed schedule for the visit. The following schedule is based on the assumption that the visit will take place over a Sunday, Monday and Tuesday. It can be adapted for other days. Be sure to inquire of the consultants before they arrive if there are specific things they want to see or do as part of their review.

Before the visit:

- Send consultants information regarding travel arrangements
- Reserve lodging
- Send self-study two weeks before visit

Sunday:

- Reception on Sunday late afternoon (visitors, department faculty, associate vice president), if desired

- Dinner (visitors and 2-3 faculty)

Monday:

- Monday schedule should include meetings (some of these meetings can be combined) with the following people:
 - Department faculty
 - Student majors (normally a lunch meeting)
 - Division Head
 - Director of General Education
 - Director of Academic Assessment
 - First Year Director
 - Director of Writing Across the Curriculum
- Meetings with the following people as determined by department needs:
 - Faculty from related departments
 - Director of International Education
 - College Librarian
 - MMIC chair
 - Director of Undergraduate Research
 - Director of Faculty Development
 - Assistant Dean for Student Academic Achievement
 - SSS Director
- Campus and facilities tour
- Dinner (visitors and 2-3 faculty)
- Some free time on Monday evening for them to compare notes.

Tuesday:

- Tuesday morning:
 - finish up any meetings that didn't fit into yesterday's schedule
 - exit interview with the academic dean
 - exit interview with the associate vice president and at least two members of APIC
 - exit interview with the department chair and available members of the department, if desired

Any gaps in the schedule can be used by the consultants to meet and compare notes.