Program Reviews

The procedure for program reviews are as follows:

ADHE requires two reviewers per program with only one reviewer required to come to campus for a site visit. AAR (AVC Assessment) will work with departments to select appropriate reviewers and to decide if more than one reviewer should conduct a site visit.

1. Departments should ensure that on-site reviewers are scheduled to meet with AAR for an exit appointment. Off-site reviewers may be scheduled to meet with AAR by phone, Skype, FaceTime, etc., prior to beginning the review process.
2. Reviewers provide invoice and are paid through requisition--$1,000.00 for the first reviewer and $750 for the secondary reviewer (3rd reviewer in some unique circumstances at $750). Use Embassy Suites as hotel. Department/college will make reservation and have direct billed to department. Reviewers will pay travel expenses. Reimbursed by requisition through the department/college. Must present itemized meal receipts--no alcoholic beverages. Only reviewer meals will be paid for by department/college (no spouses or children). Additional meals will need to be covered by the department/college. Mileage will be calculated, if necessary, at the university standard rate using Travel guidelines.
3. The department/college will send an itemized list with copies of all receipts to AAR once all expenses have been paid. AAR will then do one budget transfer to the department/college to cover expenses. The department will provide AAR with the FOAP or multiple FOAPs (supplies or travel) if necessary for AAR to do the transfer.
4. Document supplies and preparation expenses are paid by the department.

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