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# External Review Team Information Packet

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| Packet Item/Document |  |
| Invitation Letter | To External Review Team Nominees |
| Welcome Letter | To External Review Team |
| Charge Memo | Information regarding the Program Review and On-Site Visit at Spelman; Guidance regarding the process; Responsibilities & expectations of reviewers |
| On-Site Visit General Information Sheet | Institution and department contact list.  External Review Team Contact Information  Visit Preparation Details (Travel, Hotel, Reimbursement Information) |
| Program Self-Study Narrative | Programs Self-Study Narrative for external team review |
| On-Site Visit Schedule (Draft) | Please review this document frequently as meeting times may adjust. A preliminary meeting prior to the On-Site visit will be set to review the schedule. |
| Hotel & Travel Instructions | Hotel information and confirmation numbers are sent to reviewers via email. Travel information including instructions on how to reserve flights are provided during the preliminary meeting and via email |
| External Reviewer Travel & Expense Form | Reviewers submit this form following completion of the onsite visit |
| Online Access Information | Campus WiFi access is provided during the onsite meeting and via email. |
| External Review Team Report Guide | This document provides general guidelines to assist external reviewers with completing their report |
| Academic Program Review Handbook | This document outlines guidelines and policies related to Spelman’s Academic Program Review process. |