



Program Review External Evaluator Site Visit Procedures

Department Responsibilities:

1. Send the external evaluator a copy of the **approved*** program review draft for site visit preparation
2. Obtain 2-3 date options from the evaluator for the site visit
3. External Evaluator Meeting with the Provost (includes Provost Associate)
 - a. Email the date options to Provost's Associate Office, Breanne Donahue (bdonahue@iup.edu), for date coordination.
 - b. Provost's Associate Office (Bre) will coordinate the provost meeting dates and send the confirmation email to the respective IUP personnel.
 - c. The department is to add the meeting to their site visit agenda and notify the external evaluator(s).
4. **Follow procurement services policy regarding a purchase service contract for the external evaluator (must be approved prior to visit)**
 - a. All arrangements for the site visit (note for auditing purposes, the site visit expenses are to be charged to the department's home operating cost center)
 - b. After the visit, email Bre Donahue a detailed list of the following (please be sure to include Dr. Karen Rose Cercone, kcercone@iup.edu, on all communication regarding reimbursement):
 - i. Department Name/Operating Cost Center Number
 - ii. Evaluator Name
 - iii. Descriptive list of expenses/charges
 - c. Once received, a transfer request of **up to \$1,500.00** will be submitted to the department cost center to reimburse for the expenses. Please note that any expense over \$1,500.00 is the responsibility of the department.

***Approved** means your program review draft has been approved by your dean, the provost, and you have received official notification of approval from the provost's associate.

Note: Scheduling of the external evaluator cannot take place until after the official approval notification has been received by your department.