

## ***Initial Outreach Discussion Points with External Program Reviewers***

### ***Information for Chairs:***

- Contact with potential reviewers may be via email or phone.
- Chairs may also wish to contact the chairs of recent program reviews to discuss their experiences with initial contacts.

### ***Initial Contact Information to Discuss with SUNY and non-SUNY Reviewers:***

- We are interested in reviewers' informed views of the program's strengths as well as their assessment of areas for improvement.
- Reviewers will receive the department's self-study to review before the virtual visit.
- Reviewers will visit the campus in person or virtually and receive a schedule of meetings and events to attend from the department's Chair.
- Reviewers will be expected to co-write a brief report of their assessment and recommendations due one month after the visit.
- Reviewers will need to complete paperwork to receive a stipend of \$500 and any travel reimbursements.

### ***Additional Initial Contact Information for the SUNY Reviewer:***

- The appointment is subject to the policies and practices outlined in the *SUNY Policies of the Board of Trustees (Article XI, Title F, Article XIV)*, the UUP contract, and general college practices.
- The stipend is paid through NYS payroll--reviewers are required to complete numerous state and federal forms--many are the same forms completed when they were hired by their home campus.
- SUNY campuses cannot share personnel records, so this is a "dual employment" at New Paltz and considered part-time temporary extra service. (This is why SUNY employees have more paperwork.)