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.)