

 **External Review Team Checklist**

**Prior to the site-visit**

□ Once you receive External Reviewer Service Agreement letter, sign and return it to the office of Institutional Research and Effectiveness (IRE) at WesternU.

□ Arrange transportation to WesternU. (Hotel is arranged by IRE). Arrival time should be scheduled for reviewers to attend a welcome dinner.

□ Submit Program Review visit Logistics Survey Form to IRE.

□ Receive and read the program’s self-study document and supporting documents.

□ Request any additional information needed to prepare for the site-visit.

□ Receive and read the site-visit schedule.

□ Request any additional interviews/meetings needed for External Review Report.

**During the site-visit**

□ Meet with WesternU’s personnel as scheduled.

□ Request any additional data needed to review the program.

□ Gather information for the External Review Report.

□ Draft the preliminary findings and share them at the program debriefing.

**After the site-visit**

□ Complete the External Review Report (see External Review Report Template) and submit it to IRE.

□ Complete expense report attaching all receipts and submit it to IRE.

□ Receive reimbursement and honorarium from IRE.