

## Quality Enhancement Review: Steps in Identifying and Engaging External Reviewers

### ***Due Dates:***

June 16, 2017 for Fall 2017 reviewers  
October 13, 2017 for Spring 2018 reviewers

1. The unit identifies at least three candidates for external reviewer based on the *Role and Qualifications* section of this manual.
2. The unit chair/director should contact all potential reviewers informally to determine his/her interest and availability to serve. Do not commit to specific dates for a campus visit. The Office of the Provost determines the final visit dates in consultation with the campus unit and the external reviewer.
3. The unit submits curriculum vitae (or website addresses where vitae can be found), of three candidates to the Provost's Office (lhogan@fsu.edu) along with information regarding all known affiliations with the unit. (Units may rank order the candidates if desired.) At this same time, the unit should notify the Provost's Office of the name and contact information of the individual who will coordinate the external reviewer's travel and fiscal matters.
4. The Provost's Office reviews the candidates and coordinates communication with the potential reviewer(s). The Provost's Office provides honoraria and expense reimbursements for one reviewer at rates noted in number 5 below. (Units desiring additional reviewers should work with the Provost's Office to identify and schedule that individual at the same time as the Provost-funded reviewer. The unit is responsible for all honoraria and expenses associated additional external reviewers.)
5. After an informal agreement is reached, the Provost's Office sends a formal offer letter to the external reviewer on behalf of the Provost to ensure standard formats, fees, and conditions. Each external reviewer is offered an honorarium of \$1,500 and reimbursement of travel expenses at State of Florida rates. The letter also describes the expectations of the review and conditions of the agreement, including the requirement that a formal report of the site visit be submitted to the Office of the Provost within two weeks of the site visit. When signed and returned by the external reviewer, this letter serves as the contract for services.
6. After this contract is signed, the unit under review (or dean's office, if desired by the unit) becomes the primary contact for the external reviewer throughout the rest of the review process in regard to visit logistics (travel arrangements, hosting responsibilities, and visit schedule). It is the responsibility of the unit chair/director to prepare a schedule for the reviewer's visit using the sample schedule as an example. The Provost's Office is the contact regarding substantive issues.
7. The unit office is responsible for making the reviewer's travel reservations, for reimbursing the reviewer directly for travel expenses, and for paying the \$1,500 honorarium. The staff member identified in number 3 prepares all paperwork involved in

making these payments (travel authorization, expense report, purchase order), making sure that the external reviewer is paid and reimbursed promptly following the site visit.

8. The Office of the Provost will reimburse the unit via budget transfer for honoraria and travel expenses for one external reviewer in accordance with State of Florida guidelines. There are no special provisions or exceptions for the honoraria and expenses incurred by external reviewers; units should inform reviewers of all per diem restrictions or be prepared to cover any expenses that exceed State per diem. Each unit should send a copy of all relevant documentation (receipts, travel authorization, expense report, purchase order) to the Office of the Provost, Attn. Susan Alexander (salexander@fsu.edu), Mail Code 1310, to initiate the reimbursement (refer to Contact List).

Please contact Lynn Hogan (lhogan@fsu.edu) if you have any questions regarding procedures related to securing and scheduling an external reviewer.

Questions related to honoraria payment and expense reimbursement should be directed to Susan Alexander (salexander@fsu.edu).