**External Reviews: Procedure Notes**

**Notes to Department Chairs:**

* In the interest of impartiality, reviewers should not be Kenyon alums, friends, or collaborators with any members of the department.
* Associate Provost will need information regarding reviewers' qualifications (preferably a vita) before selection is made.
* Honorarium for reviewers $750 (travel, meals, lodging will also be reimbursed).
* Visit is ordinarily 2 ½ days.
* Social Security Number of evaluator is needed for payroll to issue check.

**Responsibilities of Chairs:**

* Coordinate the preparation of the self-assessment (see [Self-Assessment Guidelines](http://documents.kenyon.edu/provost/provselfstudyguide.2014.docx))
* Arrange meals, lodging, travel to Gambier, itinerary, etc., and host evaluators while they are here.
* Set meeting dates with President, Provost and Associate Provost.
* Mail packet of materials to evaluators (see [Checklist](http://documents.kenyon.edu/provost/prov.extrev.checklist.docx))
* Send copies of above packet and copies of examiners' curriculum vitae to the President, Provost, and Associate Provost.

**Dates to Remember:**

* A list of potential evaluators and possible dates for the evaluation visit should be submitted to the Associate Provost at least 6 months prior to the visit.
* Meeting dates with President, Provost and Associate Provost should be reserved about 6 months prior to the visit.
* A packet of the above listed materials should be sent to President, Provost, Associate Provost and Evaluators at least 2 months prior to review.