



Program Review: Making Arrangements for External Reviewers

Please see [Program Review: Procedures and Timelines](#) for additional information concerning the selection of external reviewers and other elements of a program review.

Required Meetings

1. The Provost and the appropriate Associate Dean meet with the reviewers for 30 minutes at the beginning of the first day of the visit. Please call Kathee Hanscom (x6799) to schedule this meeting. Please send the Dean's support staff (doc@stolaf.edu) the names of the reviewers, their credentials, and any other pertinent information.
2. Dean's Council meets with the external reviewers for lunch, generally on their last day on campus. Call Kathee Hanscom (x6799) to schedule this meeting.
3. The Provost and the appropriate Associate Dean meet with the external reviewers for an exit interview at the conclusion of the visit for 30 to 60 minutes. Call Kathee Hanscom (x6799) to schedule this meeting.

Self-Study Document Distribution

1. Send complete copies of the self-study to the Provost, the appropriate Associate Dean, and each of the external reviewers.
2. Send a copy of the **narrative only** to the members of the Dean's Council (deans-council@stolaf.edu).

Payment Arrangements for External Reviewers

1. You must verify that the reviewer has the right to work in this country and at St. Olaf College.
 - **US Citizens** must complete a W-9 prior to their campus visit. The form can be found on the IRS web site or on St. Olaf web site under the Treasurer's office. It is acceptable to FAX the form to 507-646-3210 or the form can be mailed to the Business Office before the reviewer visits campus.
 - For **Non-US Citizens** it is imperative that we identify their immigration status and tax residency before a commitment is made. Please contact John Arndt (x3659) with their status to verify their eligibility to be paid.
2. After the visit, external reviewers must complete reimbursement requests and attach original detailed receipts – this includes reimbursement for mileage, meals, hotel, etc. incurred while traveling to and from campus. All reimbursement requests, with original detailed receipts, should be sent to Suzan Wegner (wegners@stolaf.edu) in the Office of the Dean of the College.
3. External reviewers are typically paid an honorarium of \$750. Honorariums will be sent after the Office of the Dean of the College receives the reviewer's report.

Hotel and Flight Arrangements

1. When making arrangements for hotel rooms or flights please **use your department credit card**. Use the following procedures for re-classifying charges to the program review unit from the new VISA card statement.
 - a. Select the charge that needs to be reclassified
 - b. In the Unit field, type in the unit number "99999"
 - c. In the Description field, indicate "Program Review," department being reviewed, name of reviewer, and dates of the visit.
 - d. After you have made your changes, approve and close, then send on to your approver.
2. The department being reviewed is responsible for all expenses connected with the visit, except the luncheon with Dean's Council and the reviewer's travel and lodging costs.