

UNM Program Reviewer's Guide

A primary strength of the UNM program review process is its history of inviting experts to review an academic unit. With your knowledge within the discipline/field, we ask you to provide insight and feedback, focusing on how the program can strategically improve. You are responsible to thoroughly review all materials provided and solicit additional information during various meetings to prepare a brief presentation and report for the program, college, and institutional leaders. Meetings have been scheduled over the course of a two or three-day visit with a breadth of constituents and stakeholders in mind to aid your charge (e.g., faculty, staff, students, and leadership).

Orientation Meeting

Your visit begins with an “orientation” to the APR process by the program’s leadership and APR Office staff. Here you will receive any hard-copies of materials, will have the itinerary explained, and will have an opportunity to ask questions of those in attendance about your charge, the visit’s structure, or anything else of importance. After this orientation, your visit will commence as described by the itinerary.

Site-Visit Meetings

Meetings are an opportunity to seek further clarification and context about the program beyond the Self-Study. The goal of these meetings is to provide you a comprehensive understanding of the program and how it is situated and functions within the university. They are also a means to discover the strengths and opportunities for growth and improvements for the program. The internal reviewer will add to this information with a deeper understanding of UNM’s organizational and administrative structures. Between these meetings are specific times allotted for meals and for discussion within your team. Many teams find the schedule very compacted and have recommended that future review teams truly use these time blocks to their full advantage to collect their thoughts. Working dinners are figured out between the review team members, with the internal reviewer bringing their local knowledge.

Exit Meeting

The Exit Meeting is the very last meeting of the visit, where you will present your preliminary findings, using the PowerPoint template provided. Your presentation will spark dialogue with the program and affiliated leadership, and act as the basis for strategic planning. You are encouraged to voice the viewpoints of participants, identify any gaps, and share the similarities and differences from your institutions and how it approaches such challenges. While the unit and leadership will ultimately determine next steps, we welcome your recommendations and suggestions to add to possibilities of direction.

Review Team Report

The review team report is due 6 weeks after the site-visit commences. Examples of past review team reports are provided for guidance. As a team you will synthesize your findings and provide a synopsis of strengths and opportunities for each criterion. The report should reference evidence that supports the team's evaluative conclusions regarding the program's quality, and how it meets (or does not meet) the specific criteria. Sensitive or confidential information related to personnel should **not** be included in the report. Please contact the APR Specialist for further support to address any such concerns.

Travel Affairs & Payment

Reviewers traveling from out of town will need to arrange their own transportation to Albuquerque and provide copies of all receipts to the APR Specialist for reimbursements. The APR Specialist will book hotel reservations and share confirmation with each reviewer after completion. Reimbursements will be processed after the visit —please be sure to submit all receipts as soon as possible. Per diem will be provided to the external reviewers for any meals not included by UNM; the internal reviewer must keep meal receipts to be reimbursed. Honoraria payment will be processed after the report has been deemed final and the completion of a brief Reviewer survey. To receive reimbursements and payment from UNM, each reviewer will receive an email from PaymentWorks to register and securely provide personal information. The APR Specialist will advise when to expect an email to register. If you already have an account from another institution, you will have the ability to connect to UNM after receiving the invitation email from PaymentWorks. For additional information please follow this link <https://acctspay.unm.edu/payment-works/index.html> .

Additional information regarding flight arrangements - UNM will need a receipt that shows your name and the last 4 digits of the charged card. Unfortunately, we cannot reimburse priority seating, early-bird check in, or non-Economy fares. Please do not use frequent flyer miles, as UNM Accounting only reimburses for actual costs.

Baggage fees, airport parking, mileage*, and taxis/shuttles/rideshares to and from airport all will be reimbursed. Please advise if you anticipate mileage reimbursement.

For any additional questions please contact the APR Specialist at apr@unm.edu.

**UNM OFFICE OF ASSESSMENT
& ACADEMIC PROGRAM REVIEW**

Website: <https://apr.unm.edu>