

Academic Program Review

Office of the Provost

Review Visit Logistics and Hospitality Guide

Review Visit Logistics

The Academic Program Review team in the Office of the Provost manages most of the logistics for the review visit, with support provided as needed from staff in the Department under review.

Visit Dates

Review visits are typically held in the fall quarter, in late September through early December. At the beginning of the review process, the Department will be asked to complete a "Calendar of Non-Availability" to identify any important dates to avoid (i.e., conferences where a majority of the Department would be traveling, student admissions visits, etc.). The Academic Program Review team will then coordinate Departmental availability with that of other relevant parties including the Provost, Dean, and review team. Ideally, review visit dates will be identified and held at least 6 months in advance.

Travel and Airfare

External reviewers arrange their own travel, including any necessary airfare, and are reimbursed after the review visit takes place. For those reviewers arriving by air, we recommend flying into O'Hare airport, which is located approximately 45 minutes from both the Evanston and Chicago campuses. Northwestern will reimburse external reviewers for Economy-level fares. External reviewers should utilize Uber, Lyft, or taxi to get to and from the airport. All travel receipts for the review visit should be saved and submitted after the visit for reimbursement processing.

Hotel

The Office of the Provost will book hotel accommodations for the external reviewers for the first and second nights of the review visit. Evanston-campus visits typically utilize the Hyatt House Hotel in Evanston; Chicago campus visits typically utilize the Hyatt Centric Chicago – Magnificent Mile. If reviewers plan to stay in the Chicago area beyond the review visit dates, they should relay this to the Academic Program Review team, who may be able to assist with coordinating additional nights at the hotel. Note, additional hotel dates beyond the review visit will be at the reviewer's expense.

Meals and Catering

The Office of the Provost will coordinate all meals and catering during the review visit. Reviewers will be asked if they have any dietary restrictions in advance of the review visit.

Meals are typically organized as follows:

- Day 1: Review team dinner with the Dean and/or Department Chair
- Day 2: Breakfast on-site at the hotel; Coffee and snacks on-site during the day's meetings; catered lunch, usually with a focus group of students; Private review team dinner in the evening
- Day 3: Breakfast on-site at the hotel; Coffee and snacks on-site during the day's meetings; Catered lunch before departing for the airport

Dining Policy

Northwestern University has established spending limit guidelines for meals. Our request is that dinners out during Program Reviews will adhere to the following guidelines, when possible. Northwestern menus with set pricing are available at a number of local restaurants. If standard menu options will be difficult to remain within the spending guidelines, the Program Review office may request the Northwestern menu. If, however, the dining options are not amenable to all parties in the group, ordering off the regular menu is permissible while being mindful of the spending limit guidelines.

Effective March 1, 2024, the University established spending limits per person for dinner. The Program Review Office will follow the spending guidelines below:

- \$150 – Dinners that include VPs, Deans, and/or Department Chairs

This amount is all inclusive, and shall include the cost of food and beverages, labor, taxes, gratuities, staff benefit and other surcharges, credit card fees, and facilities charge/rental.

For further guidance on spending limits for meals, detailed information can be found [here](#).

Space Reservations

The full day of faculty/staff/student meetings occurs on Day 2 of the visit and these meetings are typically held in the Department's main building/space. This allows the reviewers to get a sense of the Department's physical footprint on campus. When relevant and as time permits, space tours are incorporated into the review visit schedule. The APR team will work with Department staff to reserve space on this day.

On the final day of the review visit (i.e., Day 3), meetings are typically held in the Rebecca Crown Center at 633 Clark St., Evanston, to accommodate the Provost and other senior leaders attending these meetings.

Reviewer Reimbursements and Honorarium

External reviewers will be asked to email any travel receipts incurred for the review visit to the APR team, so that Northwestern may facilitate prompt reimbursement of these expenses. External reviewers are provided with an honorarium in exchange for the time they commit to participating in the external review visit and writing the external reviewers' report. Financial paperwork needed to facilitate reimbursement expenses and payment of the honorarium will be collected on-site during the final day of the review visit. Honorarium payments are sent via

check or Zelle after the external reviewers' report has been received by the Office of the Provost.

Internal reviewers are asked to pay for the review team dinners throughout the visit and submit these itemized receipts to the APR team for reimbursement processing.

Sample Schedule

A sample review visit schedule outline is provided below.

Please note, the review visit schedule is shared with the Academic Program Review team, the Dean, the Provost, the Department Chair, and the review team. The full review schedule is not distributed to all faculty in the Department.

DAY 1

- External reviewers arrive to campus late afternoon
- Full review team meets over dinner with Department Chair and/or Dean

DAY 2

- Review team meets over breakfast
- Series of meetings scheduled for the review team to meet throughout the day with:
 - Department leadership
 - Groups of faculty
 - Groups of undergraduate and graduate students
 - Departmental collaborators
- Review team meets over dinner at a local restaurant

DAY 3

- Review team meets over breakfast
- Meetings continue with departmental faculty and collaborators from other areas of the University (if not completed the day prior)
- Debrief (report-out) meeting with the Department Chair
- Debrief (report-out) meeting with the Dean
- Debrief (report-out) meeting with Office of the Provost leadership
- External reviewers depart campus following lunch