SITE REVIEW GUIDELINES
developed by
the Advisory Committee on International Study and the Office of International Programs
2006-2007

Funding:

- OIP will fund a maximum of 15 faculty site reviews each year.
- Faculty site reviews will be divided into three categories: Skidmore-sponsored site reviews (funded entirely by Skidmore), Program Provider and Skidmore co-sponsored site reviews (funded by Program Provider and Skidmore), and Add-On site reviews (attached to previously planned faculty travel). See attached budget for breakdown of costs.
- OIP will maintain two funds for site reviews:
  1. faculty reviews as determined by ACIS (new line item)
  2. administrative reviews as determined by OIP (existing line item)
- It is important that OIP maintain funds for staff visits for the purpose of review, familiarization, and emergency visits.
- The faculty review fund will be divided into two parts:
  1. Planned reviews – majority of funds
  2. Unplanned reviews – small amount set aside for last minute opportunities

Planning/Scheduling:

- Each Skidmore Program site will be reviewed every 2 years.
- Each Approved Program site will be reviewed every 4 years.
- Preference will be given to site reviews for the purpose of evaluating the academic and administrative strengths of existing Approved Programs and will typically be conducted by faculty from departments/programs that currently include the program on their AP list. Consideration will be given to nominations from departments/programs with a strong regional connection or a strong connection to or academic interest in a specific site or institution.
- Site reviews will take the form of:
  1. visits sponsored and funded entirely by OIP – Skidmore-sponsored reviews
  2. visits sponsored by providers and funded in part by OIP – Co-sponsored reviews
  3. visits connected to faculty travel for research and/or professional development and funded in part by OIP and in part by faculty development funds – Add-on reviews
- ACIS will use the following criteria to prioritize sites in need of review:
  1. Programs with red flags as indicated by faculty and student feedback or general concerns in the study abroad field.
  2. Programs with recent academic or administrative changes.
  3. Newer programs or programs that have not been sufficiently reviewed in previous 5 year period. “Sufficient reviews” include comprehensive and documented reviews by a Skidmore faculty or OIP staff member; comprehensive self-reviews by IES, Arcadia, and CIEE; comprehensive external review for any program.
4. Programs that attract large numbers of students.
5. Programs not attached to a well-established program provider as these are less likely to have regular assessment built in.
   - Review sites will be organized and chosen based on regional needs in order to maximize evaluation opportunities for each trip.
   - ACIS will determine annual review locations and provide an annual plan that includes expected reviews within a two-year period. For example, in January/February 2007, ACIS will propose site review schedule for 2007-2008 and 2008-2009. The proposed plan may be subject to change based on “emergency” site review needs or the emergence of unexpected opportunities. However, on the whole, ACIS will strive to deliver the site reviews as scheduled.
   - OIP will record all site reviews on a database so ACIS can track activity in this area.

Faculty Participation:

Requirements:
   - All faculty participating on a site review are required to attend a preparatory workshop and submit a site evaluation report based on guidelines provided by OIP.
   - Prior to participation, all faculty will sign a letter of agreement outlining the responsibilities and expectations inherent in participating on a site evaluation.

Compensation:
   - Travel expenses will be reimbursed and a stipend of $250 will be paid upon submission of an appropriate site evaluation report and based on attendance at the preparatory workshop. The report and travel receipts must be submitted to OIP within one month of completing the site visit. All travel expenses will be reviewed using Skidmore’s travel guidelines.

Selection:
   - There will typically be one faculty reviewer per program review. Reviews will be limited to two faculty members per review and this only in rare cases and based on specific needs or concerns.
   - ACIS will determine if a specific site review merits review from a faculty member or an administrator based on major concerns regarding the program. Where possible and/or valuable the goal is to have a joint review including one faculty member and one administrator.
   - Preference will be given to faculty from departments/programs already using a specific Approved Program. Consideration will be given to nominations from departments/programs with a strong regional connection or a strong connection to or academic interest in a specific site or institution.
   - Faculty traveling to a specific site for research or professional development purposes will also be eligible, as long as they represent departments currently using that specific Approved Program.
   - Faculty will be nominated as follows:
     1. Faculty are to be nominated by specific academic departments/programs, with the chair/director submitting final nominations to OIP. Departments/programs may determine how to manage the actual nomination process.
2. OIP will ask pertinent chairs/directors for nominations based on regional needs, specific concerns, and how the department/program is currently utilizing the site as an Approved Program.

3. Nomination letters should be no longer than one page in length.

4. Nomination letters should include rationale for sending someone from that department/program at that time, benefits the site review will bring to the department/program, and rationale supporting sending that specific person.

5. Chairs may nominate only one faculty member per site review.

6. Typically, departments/programs will have the opportunity to send a faculty member on a site review no more than once every three years. (Note: This does not, however, guarantee that each department/program will be able to send a faculty member every three years.) With that in mind, chairs/directors should understand that participation in a site review by their faculty could limit future site review opportunities for their department/program (within a given time frame). This limitation would be considered on a case-by-case basis taking into account departments/programs with large numbers of students studying in many different sites and/or programs that require review by a specific department/program based on concerns about quality.

- Nominations will be submitted to OIP by a set deadline.
- OIP will share the nominations with the Dean of the Faculty for feedback as appropriate.
- ACIS will review nominations and make recommendations.
- OIP will notify the Dean of the Faculty of final recommendations.
- Final decisions will be made by the Office of the Dean of the Faculty in consultation with OIP.

Preparatory Workshop:

- All faculty approved for a site review within a specific academic year will be required to attend a two-hour preparatory workshop in the fall of the academic year in which they will be participating.
- Workshop will be organized by OIP and will include staff from OIP and faculty who have completed successful site reviews in the past. The focus will be on expectations about preparing for and conducting the review and for developing an appropriate site review report.

Site Review Guidelines:

- Faculty will be expected to complete a comprehensive site review report upon returning to campus. See attached template for details.
- Site review reports are due with 30 days of site visit.
- Faculty will receive a stipend of $250 upon submitting an appropriate site review report.