SITE EVALUATIONS – FACULTY SELECTION GUIDELINES

developed by
the Advisory Committee on International Study (ACIS) and
the Office of Off-Campus Study & Exchanges (OCSE)

Selection:

- There will typically be one faculty reviewer per program evaluation. Reviews will be limited to two faculty members per evaluation and this only in rare cases and based on specific needs or concerns.
- ACIS will determine if a specific site evaluation merits review from a faculty member or an administrator based on major concerns regarding the program. Department Chairs may also nominate programs for evaluation. 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 OCSE. Departments/programs may determine how to manage the actual nomination process.
  2. OCSE 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 evaluation will bring to the department/program, and rationale supporting sending that specific person.
  5. Chairs may nominate only one faculty member per site evaluation.
  6. Typically, departments/programs will have the opportunity to send a faculty member on a site evaluation 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 evaluation by their faculty could limit future site evaluation 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 OCSE by a set deadline.

Final – September 2008, ACIS and OCSE
• OCSE will share the nominations with the Dean of the Faculty for feedback as appropriate.
• ACIS will review nominations and make recommendations.
• OCSE 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 OCSE and based on ACIS recommendations.

Requirements:
• All faculty participating on a site evaluation are required to attend a preparatory workshop and submit a site evaluation report based on guidelines provided by OCSE.
• 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 OCSE within one month of completing the site visit. All travel expenses will be approved using Skidmore’s travel guidelines.

Preparatory Workshop:
• All faculty approved for a site evaluation within a specific academic year will be required to attend a two-hour preparatory workshop.
• Workshop will be organized by OCSE and will include staff from OCSE and faculty who have completed successful site evaluations in the past. The focus will be on expectations about preparing for and conducting the review and for developing an appropriate site evaluation report.

Site Evaluation Guidelines:
• Faculty will be expected to complete a comprehensive site evaluation report upon returning to campus. A template will be provided.
• Site evaluation reports are due with 30 days of site visit.
• Faculty will receive a stipend of $250 upon submitting an appropriate site evaluations report.