



External Review Team Information Packet

Packet Item/Document

Invitation Letter	To External Review Team Nominees
Welcome Letter	To External Review Team
Charge Memo	Information regarding the Program Review and On-Site Visit at Spelman; Guidance regarding the process; Responsibilities & expectations of reviewers
On-Site Visit General Information Sheet	Institution and department contact list. External Review Team Contact Information Visit Preparation Details (Travel, Hotel, Reimbursement Information)
Program Self-Study Narrative	Programs Self-Study Narrative for external team review
On-Site Visit Schedule (Draft)	Please review this document frequently as meeting times may adjust. A preliminary meeting prior to the On-Site visit will be set to review the schedule.
Hotel & Travel Instructions	Hotel information and confirmation numbers are sent to reviewers via email. Travel information including instructions on how to reserve flights are provided during the preliminary meeting and via email
External Reviewer Travel & Expense Form	Reviewers submit this form following completion of the onsite visit
Online Access Information	Campus WiFi access is provided during the onsite meeting and via email.
External Review Team Report Guide	This document provides general guidelines to assist external reviewers with completing their report
Academic Program Review Handbook	This document outlines guidelines and policies related to Spelman's Academic Program Review process.