

Faculty Evaluator Checklist - Virtual Reviews

Before

- Attend any training provided by the ACE staff.
- Review the information in [Virtual Course Reviews](#) to familiarize yourself with the review process.
- Following the agenda sent to you by ACE staff, mark the review dates and conference calls on your calendar. It is very important to attend the in-brief and team touch point calls. Report any scheduling conflicts to ACE staff immediately.
- Print, sign, and return your consultant agreement forms before the review.
- Read the team list, with the short biographical sketches of your fellow team members. This will help you get to know your colleagues. The list is also sent to the organization in advance.
- Familiarize yourself with the current curriculum trends within your academic discipline. Having a broad perspective will assist you with your assessment and with the expected team collaboration and discussions.
- Come to the review with an open mind and a willingness to engage in the process of recommending postsecondary credit for learning that occurs outside of the collegiate setting.
- Test your SharePoint user name and password soon after it is provided by ACE staff. Report any access issues.

During

- Meet at the appropriate times for conference calls as indicated on your agenda.
- Begin reviewing course materials immediately. Post your thoughts regarding credit recommendations to the discussion boards early and often.
- Set an alert for the discussion boards to receive email notifications when comments are posted.
- Be willing to collaborate with your colleagues, compromise, and respect opinions that may differ from your own.
- Write the appropriate learning outcomes, descriptions, justifications, and recommendations for each course by the prescribed deadline. Upload your edits to the Team Consensus Sheets and notify team members.

- Do not download, print, or distribute any files pertaining to the course materials.
- Prepare for the exit briefing and be ready to respond to questions and address concerns.

After

- Keep your personal notes from the review for 30 days. After that time, you may destroy them.
- Complete and submit your [Certificate of Time Worked and W-9](#), within 10 days.
- If applicable to your review, participate in any online surveys sent to team members after the visit.

Note: Travel policies and procedures and forms can be found at www.acenet.edu/evaluators/travel