

October 28, 2010

To: OCAV members

From: Ilene Busch-Vishniac, Chair

SUBJECT: Recommended Honoraria for External Reviewers

OCAV agreed at its meeting of October 12 in St. John's to the recommendation for an honoraria amount and structure that could be agreed to by all of the universities when external reviewers are required under the terms of the Quality Assurance Framework.

Each university will be responsible for inviting external reviewers as part of new program approvals (for both undergraduate and graduate program proposals) and for the periodic review of undergraduate and graduate programs (which may now be undertaken jointly). Universities will be responsible for the travel and accommodation expenses of external reviewers.

Undergraduate program proposals may involve just a desk audit by an external reviewer(s) or, if the reviewer deems it necessary, will involve a site visit. Graduate program proposals require a site visit by two external reviewers.

Site visits by external reviewers are required for the periodic review (every 8 years) of graduate and undergraduate programs.

Honorarium per reviewer

Undergraduate New Program Proposal Review

Desk Audit	\$ 500
Desk Audit/Site Visit	\$1000

Graduate New Program Proposal Review	\$1000
---	---------------

Periodic Review of Programs

Undergraduate and Graduate Program review combined	\$1500
Program review combined with accreditation review	\$1500
Undergraduate Program only	\$1000
Graduate Program only	\$1000
Review involving site visit to more than one campus	\$1500