

## Rollins College

### National Peer Review Guidelines

**Purpose:** A National Peer Review allows Rollins to evaluate a unit through the assessment of national leaders in the respective unit.

**Assessment Components:** The unit should present information that will allow national peers to evaluate the following aspects of the unit:

- Quality
- Effectiveness
- Customer Satisfaction
- Compensation
- Unit budget
- % of unit budget in comparison to college budget
- National reputation
- Productivity
- Campus Reputation

**Unit Peer Review Report:** (Required of each unit selected for National Peer Review)

- Staffing
- Major projects completed over the past five years
- Strengths of the unit
- Opportunities for improvement within the unit
- Position descriptions
- Current resumes of staff
- Professional activities of staff including regional/national/international reputation
- Any outcomes related to assessment components above
- Description of facilities and resources
- Comments of unit Vice President about the unit

**Visit of Peers:**

- Three peers will be selected to participate. The unit Vice President will make the final decision about who will serve peers. The Vice President, however, will ask the unit undergoing peer review for names of prospective peers.
  - Because peers are to be independent, objective, and disinterested, selected peers should not have a special relationship with the unit or conflict of interest
  - Peers should be selected based on their familiarity with the functioning of comparable units and must include those who are higher education administrators of units at peer institutions
- The unit report should be in the Peer Reviewers hands a month before they are to be on campus
- The Peers should be on the campus for three working days

- The Peers should provide the unit, the President, and the appropriate Vice President an informal exit report
- Within two weeks of the exit report, each Peer should provide a written report dealing with the Assessment Components.

**Logistics:** The unit Vice President will provide up to \$\_\_\_\_\_ for the travel expenses of the Peers, \$\_\_\_\_\_ honoraria for each Peer, and for the unit assessment instruments.

**Peer Report:**

- Recommendations
  - List conclusions about
    - Facilities
    - Equipment
    - Personnel
    - Operations Management
    - Other
- A narrative response regarding the quantity and quality of the unit's work
- A quantitative evaluation of the unit as a whole based on the following scale:
  - 1 (Poor)
  - 2 (Fair)
  - 3 (Average)
  - 4 (Good)
  - 5 (Very Good)
- Contents of peer report are confidential and will be initially reviewed by the President and the appropriate Vice President. After this initial review, the contents of the report will be shared with the unit in order to make changes/improvements based on the results of the National Peer Review.