

Program Review/Academic Assessment Funding Process

After a department receives approval to proceed with engaging identified resources for conducting a program review, funding for this process will be provided by the Office of the Provost & Senior Vice President for Academic Affairs. **Unless specifically authorized by the Associate Provost for Academic Programs, the maximum funding available to be reimbursed for the program review is \$2000 (including the honorarium). Any expenses beyond that amount are the responsibility of the department or program under review.**

Funding will be provided to the department via the following process:

1. The department/school is responsible for paying the approved expenses associated with each reviewer.
 - a. Allowable expenses include:
 - reviewers travel (flight, ground transportation, hotel room)
 - meal expenses for the reviewer (up to \$250 may be used for student or faculty meals with the reviewer)
 - honorarium,
 - applicable supplies to conduct review.
2. Department should submit a request to MaryAnn Taylor (mataylor@ithaca.edu) for reimbursement of these expenses.
 - a. Information that must be provided include:
 - Itemized list of expenses with corresponding account numbers. Please include reviewers name, and dates of review.

A department can reasonably expect to be reimbursed for these expenses (through budget transfers) within 5-7 business days of submission.