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.