

Duties and Responsibilities of Review Team Members

Chair:

- (1) Schedule a conference with all team members, including faculty member.
This may be by conference call, Skype, or F2F.
- (2) With committee, set up deadlines for review.
- (3) If course does not meet review and once the faculty member makes corrections, checks to see that appropriate corrections has been made.

Subject Matter Expert :

- (1) Stands ready to assist team members with questions about the subject matter.
- (2) Reviews course within stated deadlines.

Peer Reviewer:

- (1) Reviews course within stated deadlines.