

**Department of
External Review Committee Zoom Visit
Staff and Department Responsibilities**

Academic Program Review Staff:

- Prepares ERC visit schedule, in consultation with PRP, department, and ERC.
- Invites, on behalf of PRP, affiliated and cognate faculty to meet with ERC.
- Serves as ERC's contact with UCSB before and after the Zoom visit.
- Serves as host of Zoom meetings.

Department:

- Provides list of affiliate and cognate faculty members to APR. **APR will invite those on the list.**
- Schedules individual faculty interviews with reviewers; schedules staff and lecturers' meetings, as well as the Themed Meeting with Department Faculty.
- Invites all graduate and undergraduate students to meet with the ERC and actively encourages attendance.