

## Tennessee Board of Regents Office of Academic Affairs Serving as an Academic Auditor

*The role of the audit team is to set the tone for a collegial, supportive dialogue.*

### ***As part of an Academic Auditor Team, Academic Auditors...***

- Work cooperatively in a team of two to four peers - usually three on a team
- Communicate effectively via teleconference, email, face-to-face and however.
- Join Academic Audit Team members on a site visit to the program's campus
- Apply knowledge and insights in an open-minded fashion to further quality improvement

### ***Responsibilities of Academic Auditors...***

- Gain familiarity with the Academic Audit concept and process
- Carefully read, understand and evaluate the program's self-study report
- Participate in collaborative work sessions with fellow team members (typically two or three one hour conference calls prior to the site visit)
- Assist in the design of the Site Visit Schedule (see sample below)
- Cooperatively develop meaningful, probing questions before the site visit
- Participate dynamically and collegially throughout the site visit
- Identify commendations, affirmations and recommendations as well as, when applicable, complete the Academic Audit Rubric for Quality Assurance Funding
- Compose assigned sections of the team's final written report after the site visit

### ***Suggested Site Visit Schedule for site visit (between March 14 and April 22, 2016\*)***

<b>Session</b>	<b>Attendees</b>	<b>Time</b>
Team Meeting at Hotel	Auditor Team	7:30 am
Opening Session	All	8:30 am
Conversation #1	Faculty	9:00 – 10:00 am
Conversation #2	Students	10:15 – 11:15 am
Conversation #3	Stakeholders	11:30 – 12:30 pm
Working Lunch	Auditor Team	12:30 – 1:30 pm
Work Time	Auditor Team	1:30 – 3:30 pm
Exit Session	All	3:30 – 4:00 pm

*\*Typically, team members meet at the host hotel or at a restaurant on the evening prior to the site visit to become better acquainted and discuss the next day's schedule, assignments and issues.*

### ***Post-Site Visit Responsibilities***

- Complete a final written report together with members of your Academic Auditor Team
  - Write your assigned section(s)
  - Submit written work to Team Leader
- Proofread entire Academic Auditor Team Report for content, clarity, and correctness
- Submit to TBR by deadline (Team Leader)

*Regional Training Sessions for Academic Auditors will be held in February 2016.  
For more information or to volunteer to serve as an Academic Auditor, contact Randy Schulte, Assistant Vice-Chancellor for Academic Affairs at 615-365-1505 or email [randy.schulte@tbr.edu](mailto:randy.schulte@tbr.edu)*