

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

The role of the auditor 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 Auditor 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 and prompts before the site visit
- Participate dynamically and collegially throughout the site visit
- Identify commendations, affirmations and recommendations
- 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

Sample Site Visit Schedule for site visit (between March 12 and April 20, 2018*)

<u>Session</u>	<u>Attendees</u>	<u>Time</u>
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
 - Finalize Quality Assurance Funding scoring rubric when applicable
 - 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)

Training Sessions for Academic Auditors will be held in February 2018.

For more information or to volunteer to serve as an Academic Auditor, contact Randy Schulte, Interim Vice-Chancellor for Academic Affairs at 615-365-1505 or via email randy.schulte@tbr.edu