Volunteer Reviewer Guidelines

- Volunteer reviewers will be asked to participate in the review of a minimum of two chapters
  - Read and provide written feedback for up to two chapters' Expectations for Excellence (EE) Annual Report/Plan.
  - Attend the EE presentations for the chapter reviewed and provide written feedback.
- Feedback forms
  - Please keep in mind this is a feedback intensive process. The goal is to provide the chapters with the maximum feedback possible to help strengthen their work and enhance their success all areas of the EE.
  - Please fill out the feedback forms for the annual reports and for the presentations completely. The forms have been setr up for you to type your information directly onto the form. a
  - Submit your feedback forms electronically to Tara Leigh Sands, Expectations for Excellence Graduate Assistant, at tsands@admin.rochester.edu.
  - Forms may be submitted upon completion. All forms must be received no later than 7 days after the chapter EE presentation.
- Format of content (Content style)
  - Forms should be typed in 12pt. Times New Roman font.
  - Statement must be in the third person ensuring anonymity of reviewer. For example:
    - The chapter would benefit from a better understanding of the College's educational philosophy.
    - While the group's efforts to support each other academically are commendable, the group would benefit from working with Learning Assistance Services (LAS) and the College Center for Academic Support (CCAS) to learn about the tutoring study groups, and other expert academic support services of the College that can be used by the members.
    - The plan 2009 section often lacked any type of solid plan for the 2009 year. The reviewers would have liked details and more activities the chapter was going to do.
- EE Presentations
  - Each reviewer expected to attend the presentation for the chapters they reviewed. Presentations are scheduled in 45 minutes intervals.
- Review Teams
  - Each review team consists of 3 volunteers:
    - 1 staff member
    - 1 alumni (or staff member if an alumni is not available)
    - 1 undergraduate or graduate student