

5-Year Review Consultant & Site Visit Budget Request

Lead Faculty Name		Date	
Academic Program			
Academic School		Academic College	
<p>Identify two to three potential external consultants. Departments/programs are urged to identify consultants with previous experience in program evaluation and program assessment. Professional associations and societies may be sources for consultants with such expertise. Without compelling justification, it is unlikely the same consultant would be approved for two consecutive reviews. The Dean, in consultation with the department, recommends a consultant to the Provost for approval.</p>			
Consultant Name	Academic Institution	Email	Phone
<p>The stipend paid for a consultant visit is set at \$1500. An additional travel stipend to cover <i>estimated</i> travel, lodging, & meal expenses may be negotiated. The total expense covered in a consultant contract, including a travel stipend, is typically between \$1500 and \$3000.</p>			
Notes		Expense	Amount
This amount is set by Academic Affairs.		Consultant Stipend	\$1,500
Travel is not reimbursed. A stipend is provided to cover travel based on distance traveled, mode of travel, necessary lodging, & consultant's estimate. This amount is written into the contract as a Travel Stipend. The maximum allowed is \$1500.		Travel Stipend	
State funds will only be used to cover a single meal with the consultant. The consultant pays for their own meal. The expense allowed per person will not exceed the employee reimbursement rate. (B = \$10. L = \$13. D = \$19) Reimbursement limited to three BSU employees: Total Max = \$57.		Faculty Meal w/ Reviewer	
Account Number Expenses must be attributed to Academic Program		Total Requested	
Please note any special circumstances on page 2. Requests for exceptions must include a justification.			
PROGRAM SCHOOL	Faculty Lead Signature		Date
	Academic Chair Signature		Date
Email form to DeansSuiteForms@bemidjistate.edu			
DEAN COMMENTS			
	Dean / Supervisor Signature		Date
PROVOST - VP COMMENTS			
	Provost - VP Signature		Date
Once this form is fully approved, the Executive Assistant for Academic Affairs will contact the Lead Faculty & the Consultant to initiate the contracting process.			

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Additional Information