



PEER CORPS MEMBER POSITION DESCRIPTION

Peer reviewers evaluate member institutions for adherence to HLC's Criteria for Accreditation. In addition, they offer consultative feedback that contributes to the quality of an institution's processes and academic offerings.

Peer review entails bringing judgment based on experience and knowledge to the evaluation process. In all evaluation processes, judgment, reason and the documentation of evidence contribute to effective peer review. Effective judgment of the Criteria for Accreditation requires that any evaluation be informed significantly by the context of the institution being evaluated and its mission. The review process requires examination of submitted materials, participation in an evaluation (on site or online) and report writing.

EXPECTATIONS FOR REVIEWERS

HLC Peer Corps members must have the ability to:

- Consult with team members and institutional representatives.
- Listen carefully and attentively, without judgment.
- Work effectively and collaboratively with members of the review team.
- Prepare thoroughly for assignments; attend to detail as required.
- Communicate tactfully with various institutional representatives.
- Communicate team findings to institutional representatives in a constructive manner.

- Evaluate processes and identify quality improvement.
- Meet deadlines and complete assignments in a thorough and timely manner.
- Take direction from the assigned leader of the team.
- Remain flexible and patient with team members, institutional representatives and staff.
- Maintain confidentiality regarding results of evaluations.
- Avoid conflicts of interest in accepting team assignments.

MINIMUM QUALIFICATIONS

- At least five years of experience in higher education.
- Master's or other appropriate terminal degree; doctorate preferred.
- Currently employed by or recently retired (within two years) from an institution accredited by and in good standing with HLC.



BECOME A PEER REVIEWER

The timing of the next peer reviewer application period is still to be determined. See [HLC's website](#) for more information.