Service Opportunities for Peer Reviewers

Qualifications and training required to serve on all types of HLC reviews

Opportunities for All Reviewers

After completing Standard and Open Pathways Training, you are qualified to serve on teams for:

- **Pathway Reviews**
  - Mid-cycle and Year 10 comprehensive evaluations and mid-cycle Assurance Reviews

- **Seeking Accreditation**
  - Comprehensive evaluations for candidacy and (early) initial accreditation, and biennial evaluation visits

- **Sanction and Show-Cause**
  - Notice, Probation and Show-Cause visits

- **Other**
  - Change visits and focused visits
Additional Opportunities

The following reviews or roles require certain peer review or professional experience, as well as additional training. HLC offers training in these areas as needed.*

Contact peerreview@hlcommission.org if you are interested in any of these opportunities.

Reviews that qualify you for additional opportunities

Many opportunities require interested peer reviewers to serve on a minimum number of "qualified reviews." Such reviews include:

- All types of comprehensive evaluations, including those for Pathway institutions, candidacy, (early) initial accreditation or removal of Probation

- Open Pathway mid-cycle Assurance Reviews
- Notice visits
- Show-Cause Evaluation Visits

Virtual Reviews

Federal Compliance Review
Prerequisites
• Serve on 2+ qualified reviews

How to get involved
If eligible, complete Federal Compliance training (offered to eligible peer reviewers as needed)

Non-financial Indicator Panel
Prerequisites
• Serve on 2+ qualified reviews
• Background and experience in financial aid, institutional research or enrollment management

How to get involved
If eligible, complete Non-financial Indicator Panel training (offered to eligible peer reviewers as needed)

Quality Initiative Panel
Prerequisites
• Serve on 2+ qualified reviews

How to get involved
If eligible, complete Quality Initiative training (offered to eligible peer reviewers as needed)

Substantive Change Panel
New Degree Program Requests
Prerequisites: None
How to get involved
Attend general substantive change training at the HLC annual conference peer review program

Other Types of Change Requests
(see HLC's website for all types of change requests)
Prerequisites: None
How to get involved
Attend general substantive change training and training for the specific type of change request at the HLC annual conference peer review program
Serve as a Team Chair

Team Chair
Prerequisites
- **Invitation only:** Current team chairs submit nominations and HLC staff invite eligible reviewers
- **Prior experience:** Serve on 4+ qualified reviews

How to get involved
If invited, complete team chair training *(offered virtually and in-person once per year)*

Change Visit Team Chair
Prerequisites
- **Invitation only:** Nominated by prior team chair and invited by HLC staff to serve as team chair
- **Prior experience:** Complete substantive change training and serve on change visits

How to get involved
If invited, complete change visit team chair training

Eligibility Reviewers

Prerequisites
- **Invitation only:** Nominated by HLC staff and approved by the HLC Board of Trustees

How to get involved
Complete Eligibility Reviewer training *(offered when new eligibility reviewers are needed)*

Specialized Corps

*Conducts Change of Control Visits and Advisory Visits*

Prerequisites
- **Invitation only:** HLC staff invite eligible peer reviewers as needed
- **Prior experience:** Serve as a team chair and have experience conducting many types of HLC reviews

How to get involved
If invited, complete Specialized Corps training *(offered as needed)*

Institutional Actions Council

Prerequisites
- **Invitation only:** Nominated by HLC staff and approved by HLC Board of Trustees
- **Prior experience:** Serve on 5+ qualified reviews

How to get involved
If invited, complete Institutional Actions Council training

*What does “as needed” mean?*

Diversity is an essential element in the Peer Corps. This includes racial and ethnic diversity, but also institutional characteristics such as Carnegie classification, institutional control, geographic location, and mission. We also seek similar balance within team chairs and the reviewers trained for various types of reviews. Thus, “as needed” might mean that we simply do not have enough reviewers for a specific review type overall, or it can mean that we need more reviewers with a certain background or from a specific type of institution. These needs are constantly in flux, as the needs of institutions change, as new peer reviewers are trained, and as current reviewers exit the Corps due to job changes or retirement. Lastly, training may be offered when processes or regulations change.