

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*)

Financial Indicator Panel

Prerequisites

- Serve on 2+ qualified reviews
- Financial background

How to get involved

If eligible, complete Financial Indicator Panel 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

Location and Branch Campus Visits

Additional location confirmation visit, campus evaluation visit and multi-location visit

Prerequisites: None

How to get involved

Attend general substantive change training and training for location and branch campus visits at the HLC annual conference peer review program

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*)

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

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.