General Information for Review Team Chairs

Each team is typically composed of 5 members: 1 Chair, 2 Reviewers, and 2 Assistant Reviewers. Volunteers for these roles are typically faculty recruited from AUPHA member programs.

The Role of Chair

- Provide leadership to the team
- Coordinate with AUPHA on the review process
- Communicate with AUPHA, the team, and the program
- Coordinate team meetings and give those dates to AUPHA
- Compile the draft and final review reports
- Keep team on task and on deadline
- Submit final review report to AUPHA

General Time Commitment

This will vary from team to team based on how the Chair assigns the workload. There are virtual team meetings to attend, emails to respond to in a timely fashion (some responses are more urgently needed than others), and other items that will be time sensitive.