General Information for a Scribe

Each team is typically composed of 5 members: 1 Chair, 2 Reviewers, and 2 Assistant Reviewers. When there are more volunteers than can fit into these 3 roles, serving as a team scribe is an excellent way to assist the team during the review process.

This position may be filled by individuals who have or have not previously served on a review team, which depends each cycle on the available pool of volunteers. This role can also guide someone new to the process and enable them to become a valuable asset to AUPHA as an assistant review team member. As AUPHA’s Undergraduate Certification Review continues to bring in more programs, it is incredibly beneficial to have a pool of experienced team members to call upon. Volunteers for these roles are typically faculty recruited from AUPHA member programs.

The Role of the Team Scribe

- Non-voting member of the team
- Similar to an assistant reviewer role when the position is assigned to someone new to the review cycle
- Privy to all documents and communications, but unable to alter them
- Should be engaged and aware of where the team is during the process
- Must attend all team meetings and the virtual review meeting scheduled by AUPHA
- Serves as the official team note-taker during each meeting; notes are later used by the chair and others in writing the final review report