

NAACLS Reviewer Mentorship

Reviewer Mentorship Qualifications:

- **Experience as a Self Study Reviewer** – Candidate must have conducted at least three self study reviews.
- **Experience as Site Visitor** – Candidate must have led at least two site visits as a team leader

Responsibilities:

Self Study Mentors would act as guides for new self study reviewers and be asked to perform the following responsibilities:

- Answer general questions submitted via email (phone calls may be necessary). The assigned reviewer should be making the final judgment on the review items. This is a mentorship more than a partnership.
- Review final self study review form and make sure that all boxes are checked, all comments related to concerns are in the summary, all comments are clear and make sense, all comments not directly related to concerns are located in the “other comments” section.

Site Visit Mentors would act as mentors to new site visitors and have the following responsibilities:

- Communicate before the site visit to establish a schedule, review professional expectations, answer questions, and prepare for common pitfalls.
- Make sure the site visit review is rooted in NAACLS standards, policies, and procedures and not individual best practice. Maintain professionalism and avoid sensitive topics, such as religion, politics, etc.
- Review final site visit report before submission to staff, make sure all concerns are in the appropriate place, and concerns are clear and concise.