



# Higher Education Review Board

## REVIEW PROCESS BY THE HIGHER EDUCATION REVIEW BOARD (HERB)

*General review procedure.* All submissions seeking IFT Approval of Undergraduate Food Science and Food Technology Programs are reviewed by the HERB. Prior to the HERB receiving applications, a preliminary scan to identify missing information is completed by IFT Staff. In cases of incomplete submissions, programs are contacted to provide missing information. Once all information is complete, three (3) HERB members are assigned to review each submission via a blind review process (i.e. reviewer names will not be revealed to programs). HERB reviewers complete reviews by accessing submissions in the submission portal using review instruments (e.g. a checklist or a rubric) made available to all programs on an ongoing basis. Upon completion of the HERB review, programs are notified of the approval decision for Initial Applications or 5-year Re-approvals via electronic and hard copy mail. Programs are notified of the status for Annual Assessment Reports via electronic mail only.

Any HERB review-related questions can be directed at Alexandra Santau, Ph.D., [asantau@ift.org](mailto:asantau@ift.org), who will further direct to the reviewers for that program as appropriate.

*HERB meetings.* The HERB holds several scheduled meetings per year. One in-person program review meeting takes place at the IFT Offices in Chicago, IL. During this meeting, approval submissions are discussed until approval and feedback consensus is reached. All Initial Applications and 5-year Reapprovals are discussed, and programs *may be invited* to clarify matters related to these submissions via teleconference. Annual Assessment Reports are only discussed if reviews indicate a wide range of scores that need to reach consensus. The HERB may hold up to three (3) additional meetings via teleconference to discuss issues pertinent to IFT Approval.

*HERB reviewer calibration.* All HERB reviewers undergo interrater reliability training provided by IFT. This training helps reviewers reach high degrees of agreement and reduced bias during the scoring process of assessment instruments (e.g. rubrics).