

Instructions for Completing the Teacher Management Review

- **Authority:** The Office of Private Sector Exchange requires a management review under Subpart A (General Provisions) of 22 CFR 62.15(b), which states that “Sponsors of P-3 and P-4 ‘Private Sector’ programs must file a program specific management review (in a format and on a schedule approved by the Department of State).”

Frequency of review: Management reviews will be required from sponsors every other year so that each sponsor whose allotment is 20 or more exchange teachers will need to conduct a management review once during the two-year designation period. The Department will not currently require management reviews for sponsors whose annual allotment is fewer than 20 exchange teachers.

- **Period of review and due date:** The first Management Review covers the 2017/18 academic year (July 1, 2017 – June 30, 2018) and will be due no later than midnight eastern standard time February 28, 2019 by email to DesignationTeacherPr@state.gov. For years that February 28 falls on a Saturday or Sunday, the Management Review will be due by midnight eastern standard time of the next business day.
- **Sample size:** The independent reviewer must select and review a 10% sample of completed exchange programs with a maximum of 120 exchange teacher files as well as any related files pertaining to the selected exchange teacher files; for small programs under 200 exchange teachers, files reviewed should be no fewer than 20. The reviewer must select a 10% sampling of organizational officers, employees, representatives, agents, and volunteers and review pertinent information based on regulatory requirements.
- **Review of additional files:** It is permissible for the reviewer to pull additional files to substantiate whether or not a general problem exists or whether a problem found in one file is a unique one.
- **Identified deficiencies:** If deficiencies are identified, the exact nature of the deficiency should be clearly stated by the reviewer in the report submitted to the Department of State.
- **Review of sponsor staff:** Reviewers should include sponsor staff working with the Teacher category of the exchange visitor program.
- **Maintenance of PII check:** If a sponsor’s data is contained in an electronic database that includes personally identifiable information (PII) of exchange visitors or potential exchange visitors, the reviewer should assess whether sponsor’s database and handling of information are appropriately protected from public access through an appropriate and effective security mechanism.
- **Documents needed to conduct review:** Reviewers will need a copy of the Exchange Visitor Program regulations to conduct the review. Copies of Subpart A and Subpart B (22 CFR Part 62.24) are required to complete the review. Files for this review includes all office documentation pertaining to the selected exchange teacher files, which includes but is not limited to host school files, local coordinator files,

sponsor general office files, and staff files. Reviewers must also be provided information pertinent to the test points regarding employee screening and training.

- **Scoring the review:** An overall percentage of complete files must be noted in the reviewer's report for all items in the attached management review spreadsheet. Under the regulatory requirement, all items must be present in each file for that file to be considered complete. The following measurements will be used:
 - Number of files that contain all requirements
 - Number of files without all requirements
 - Percentage (%) of all files examined that are complete