

APPENDIX F: Sample Schedules for Academic and Clinical Units

Date of Day 1

Example Site Visit Schedule for Academic Unit

Time	Activity	Location
7:XX am	Explain how reviewers will travel from the hotel to the first meeting.	
8:00-8:30 am	APR Charge with Associate Vice Provost for Academic Affairs	
8:30-9:00 am	Meet with Dean	
9:00-9:30 am	Meet with Self-Study Committee - Name, Title - Name, Title...	
9:30-9:45 am	Break	
9:45-10:45 am	*Meet with Tenure-Eligible Assistant Professors	
10:45-11:45 am	Open Meeting with Graduate Students	
11:45-1:00 pm	Lunch with Department Head	
1:00-2:00 pm	*Meet with Career-Track Faculty Members	
2:00-3:00 pm	*Meet with Tenured Faculty Members	
3:00-4:00 pm	Meet with Other Department Heads in the College - Name, Unit - Name, Unit...	
4:00-5:30 pm	Begin Draft Report	
6:00 pm	Dinner Off-Campus for Reviewers Only [Explain how the reviewers will get to the restaurant. State reservation information. Avoid crowded, loud venues.]	

**Tenure-Eligible Assistant Professors and Tenured Faculty cannot have the same meeting time; likewise, Career-track faculty should also have their own meeting time.*

Date of Day 2

Time	Activity	Location
8:00-9:00 am	Meet with Staff	
9:00-10:00 am	Open Meeting with Undergraduate Students	
10:00-10:15 am	Break	
10:15-11:00 am	Meet with Director(s) of Undergraduate/Graduate Studies (DUS and/or DGS) - Name, Title - Name, Title...	
11:00-12:00 am	Flexible meeting time; use as needed (examples: Advisory Board or Alumni)	
12:00-1:30 pm	Working Lunch for Reviewers Only	
1:30-2:00 pm	**Travel to Old Main	
2:00-3:00 pm	Meet with Dean	
3:00-4:00 pm	Exit Meeting with Senior Vice President for Academic Affairs and Provost, and Associate Vice Provost for Academic Affairs	
4:00-x:XX pm	Work on Drafting the Report	
6:00 pm	Working Dinner for Reviewers Only [Include dinner information; Avoid crowded, loud venues.]	

***Travel time must be included when changing locations. Identify who will escort the committee.*