

Academic Program Review
Office of the Provost

Review Visit

Meals are typically organized as follows:

- Day 1: Review team dinner with the Dean and/or Department Chair
- Day 2: Breakfast on-site at the hotel; Coffee and snacks on-site during the day's meetings; catered lunch, usually with a focus group of students; Private review team dinner in the evening
- Day

check or Zelle after the external reviewers' report has been received by the Office of the Provost.

Internal reviewers are asked to pay for the review team dinners throughout the visit and submit these itemized receipts to the APR team for reimbursement processing.

Sample Schedule

A sample review visit schedule outline is provided below.

Please note, the review visit schedule is shared with the Academic Program Review team, the Dean, the Provost, the department Chair, and the review team. The full review schedule is not distributed to all faculty in the department.

DAY 1

- External reviewers arriv



DAY, DATE

8:15 A.M. – The review team meets for a private breakfast in the Hotel.
8:40 A.M.

8:40 A.M. – Program Review staff arrives at 8:40 A.M., and team walks (weather permitting) over to
9:00 A.M. **location**. Professor **X** escorts the review team to the **conference room #**.

9:00 A.M. – Entire review team meets with **Associate Chair**:
9:20 A.M.

9:20 A.M. – Entire review team meets with **Director of Graduate Studies**:
9:40 A.M.

9:40 A.M. – Review team meets with **Director of Undergraduate Studies**:
10:00 A.M.

10:00 A.M. – **BREAK**
10:30 A.M.

Note any room movement

Reviewer Details

Reviewer Details

Room #

Room #

10:30 A.M. – Reviewers meet with:
11:00 A.M.
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Reviewer Details		Reviewer Details	
<i>Room #</i>		<i>Room #</i>	
1:30 P.M. – 2:00 P.M.	Reviewers meet with: <i>Small group faculty meetings</i>	Reviewers meet with: <i>Small group faculty meetings</i>	
2:00 P.M. - 2:30 P.M.	Reviewers meet with: <i>Small group faculty meetings</i>	Reviewers meet with: <i>Small group faculty meetings</i>	
2:30 P.M. – 3:00P.M.	BREAK		

Reviewer Details		Reviewer Details	
<i>Room #</i>		<i>Room #</i>	
3:00 P.M. - 3:30 P.M.	Reviewers meet with: <i>Small group faculty meetings</i>	Reviewers meet with: <i>Small group faculty meetings</i>	
3:30 P.M. - 4:00 P.M.	Reviewers meet with: <i>Small group faculty meetings</i>	Reviewers meet with: <i>Small group faculty meetings</i>	
4:00 P.M. – 4:10 P.M.	BREAK		

Reviewer Details		Reviewer Details	
<i>Room #</i>		<i>Room #</i>	
4:10 P.M. – 4:30 P.M.	Reviewers meet with: <i>Small group faculty meetings</i>	Reviewers meet with: <i>Small group faculty meetings</i>	
4:30 P.M. – 5:00 P.M.	Reviewers meet with: <i>Small group staff meetings</i>	Reviewers meet with: <i>Small group staff meetings</i>	
5:00 P.M. – 5:30 P.M.	Review meetings conclude. Break time to check emails/relax. Review team departs for dinner.		

5:45 P.M. Private review team dinner:

Restaurant details

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DAY, DATE

8:15 A.M. – 8:45 A.M. The review team meets for breakfast in the Hotel.

External reviewers should bring luggage with them **OR** can check luggage in lobby of the hotel – at the conclusion of meetings, the taxi can stop at the hotel before leaving for the airport.

9:00 A.M. – 9:45 A.M. Entire review team meets with **Collaborating Department Chairs:**

Determined by Department Chair

9:45 A.M. – 10:00 A.M. **BREAK**

Review team preps for debrief meeting.

10:00 A.M. – 10:45 A.M. Entire review team has a report-out meeting with the **Department Chair:**

Department Chair Name/Title

10:45 A.M. – 11:15 A.M. **BREAK**

Review team preps for debrief meeting.

11:15 A.M. – 12:00 P.M. Review team has a debrief meeting with **Dean:**

Add Dean details here

12:00 P.M. – 1:00 P.M. Private review team lunch

1:00 P.M. - 2:00 P.M. Review team has a debrief meeting with **Provost Office Leadership:**

Provost

Vice Provost for Administration and Chief of Staff

Associate Provost for Faculty

Assistant Provost for Faculty

Assistant Director of Academic Program Review

+ Other Central Administration Leaders, as needed

2:00 P.M. **Reviewer Departure Information:**

External Reviewer Flight Details