

**Sample Schedule For In-Person Site Visits**

The actual site visit schedule can be modified to meet the needs of the program although any modified schedule must provide time for meetings with academic leadership (i.e., School/College Dean, Dean of the Graduate School, and Provost). The Dean of the School/College must meet with the External Reviewers at some point in the schedule. A tour of the facilities should be included in the visit. This schedule should be set up and all relevant parties notified as soon as the visitation dates with the External Reviewers are known.

The transportation, lodging, and honorarium for the External Reviewers are paid by the Graduate School. Meals with the program, refreshments for student meetings, etc. are covered by the program, as noted in the sample schedule.

Meetings in italics are scheduled by the Graduate School. All others are coordinated by the program.

**Day 1 –**

Arrive in Miami and check into hotel by 5pm; Dinner with External Reviewers and Dean of the School/College undergoing program review (expense paid by the program)

**Day 2 –**

8:30 am *Breakfast at hotel with Dean of the Graduate School (expense paid by the Graduate School)*

9:30 am Program Faculty pick up External Reviewers and bring them to campus from hotel

11:00 am Program Faculty meet with External Reviewers

12:30 pm Lunch with select Program Faculty not in previous meeting (expense paid by the program)

2:00 pm Program Faculty meet with External Reviewers

5:00 pm External Reviewers meet with graduate students in two sessions, first with early-stage graduate students and then later with advanced students (refreshments paid by program)

7:00 pm Dinner with External Reviewers and Graduate Program Director, Department Chair, Associate Dean, and/or Dean of School/College (expense paid by the program)

**Day 3 –**

8:30 am Breakfast - External Reviewers only (expense submitted to the Graduate School for reimbursement)

9:30 am Program Faculty pick up External Reviewers and bring them to campus (along with their luggage if they are leaving directly for the airport after the exit and debriefing meetings)

10:30 am Meetings as decided between External Reviewers and Program Faculty

12:30 pm Lunch with Graduate Program Director, Department Chair, and/or Associate Dean of School/College (expense paid by the program)

2:00 pm External Reviewers' exit meeting with Dean of School/College

- 3:00 pm      *External Reviewers' exit meeting with Provost and Dean of the Graduate School*
- 4:00pm      *Debriefing meeting with Dean of the Graduate School, External Reviewers, and Internal Reviewers*
- 6:00 pm      External Reviewers' dinner on their own or return to airport (expense submitted to the Graduate School for reimbursement)