

Sample Schedule For Virtual 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. Provide the time zone in the schedule along with information on how to access the site visit virtually (e.g., Zoom links for each meeting). This schedule should be set up and all relevant parties notified as soon as the visitation dates with the External Reviewers are known.

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

Day 1 –

- 10:00 am Welcome meeting with the Dean and Associate Dean of the School/College undergoing program review, Department Chair, Graduate Program Director and External Reviewers
- 11:00 am *Introduction meeting with Dean of the Graduate School and External Reviewers*
- 11:00 am Program Faculty meet with External Reviewers
- 12:30 pm Lunch break
- 1:30 pm Program Faculty meet with External Reviewers
- 4:00 pm External Reviewers meet with graduate students in two sessions, first with early-stage graduate students and then later with advanced students
- 6:00 pm External Reviewers' meeting only (optional)

Day 2 –

- 10:00 am Meetings as decided between External Reviewers and Program Faculty
- 12:30 pm Lunch break
- 1:30 pm Department Chair, Graduate Program Director, and/or Associate Dean of School/College meet(s) with External Reviewers
- 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*
- 4:00 pm *Debriefing meeting with Dean of the Graduate School, External Reviewers, and Internal Reviewers*
- 5:00 pm External Reviewers' meeting only (optional)