

Template: Schedule for External Review Team Visit

EXTERNAL REVIEWERS VISIT ITINERARY TEMPLE UNIVERSITY DEPARTMENT OF SAMPLE SCHEDULE

Visit Dates

Names and Institutions of Review Team Members

Day One

Reservation Information: Office of Periodic Program Review handles all travel arrangements

6:00 pm Reviewers escorted to dinner.

6:30 pm Dinner Reviewers have dinner on own

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DAY THREE

8:15 am	Team to check-out of hotel
8:30 – 9:00 am <i>Conwell or School/College space</i>	Review Team has breakfast with: <i>Faculty from outside the department, other chairs in school/college, or Dean's staff</i>
9:00 – 9:30 am	Review Team meets with: <i>Faculty from outside the department, other chairs in school/college, or Dean's staff</i>
9:30 – 10:00	Review Team meets with: <i>Faculty from outside the department, other chairs in school/college, or Dean's staff</i>
10:00 – 11:00 <i>Conwell</i>	Review Team meets with Provost Senior Staff
11:00 – 12:00 <i>Conwell</i>	Review Team meets on own
12:00 – 1:00 pm <i>Conwell</i>	Review Team has exit lunch with Dean, Provost and Director of Periodic Program Review
1:00 – 1:30 pm	Review Team meets on own
1:30 pm	Review Team departs (Facilities Management)

· Times and participants for these meetings will vary slightly across the visits; these meetings are determined by the Office of Periodic Program Review in consultation with the cognizant dean and the department chair