

EXTERNAL REVIEWERS VISIT

SAMPLE SCHEDULE

Program Review for:

(Program) [Click or tap here to enter text.](#)

(Date) [Click or tap here to enter text.](#)

<i>Date</i>	<i>Time</i>	<i>Meeting/Interview</i>	<i>Location</i>
<i>Date</i>	Evening	Dinner with Faculty/Dean/Associate Dean/Director/Chair/External Reviewer(s)	Restaurant (Note other arrangements)
<i>Date</i>	8:00-9:30am	Breakfast Meet with Program Department Chair/Director Tour of Facilities	
	9:45-10:15	Meet with Dean/Associate Dean	
	10:30-11:00	Meet with Faculty	
	11:00- Noon	Classroom Observation (Note if virtual)	
	Noon-1:00pm	Lunch with Students/Faculty	
	1:15-1:45pm	Meet with Department/Unit Program Assessment Coordinator	
	2:00-3:00pm	Meet with Additional University Constituents or Follow-up Interviews as Necessary	
	3:15-4:00pm	Work Time	
	4:15-4:45pm	Meet with Faculty/Dean/Associate Dean/Director/Chair for Delivery of Preliminary Impressions and Report Preview (Debrief Meeting/Exit Interview)	
	5:00pm	Exit dinner Departure	

INSTRUCTIONS

Department Chairs/Directors will determine if the scope of review activities warrants the span of one day or one day and a half. Department Chairs/Directors will communicate with external reviewers to secure logistical arrangements (including travel, transportation, accommodations, etc.) and ensure a high standard of hospitality.

A copy of the finalized visit schedule is due to the Provost Designee in the Office of Institutional Effectiveness six weeks prior to the visit.

Provost Designee, Office of Institutional Effectiveness:
institutionaleff@bgsu.edu

The site visit should be planned in such a way as to provide the external reviewers the opportunity to meet with all department faculty, individually and as a group wherever possible; tour facilities; meet with the Dean and/or Associate Dean (or a Dean Designee), Division Chair, faculty members or stakeholders who the program deems relevant, the department's assessment coordinator, and students; and examine the Department or Program's self-study materials and/or additional evidence. Time should be built into the schedule for any additional interviews external reviewers may request and for their own discussion and writing. When creating a site visit schedule, it is important to allow breaks for the reviewers in between back-to-back meetings. It is also important to give colleagues enough lead time to confirm their availability for meeting with the reviewers.