

Office of Academic Program Review

Telephone (313) 577-2047

ITINERARY INFORMATION SHEET

**Please make all changes to the itinerary on the electronic draft itinerary.** The Academic Program Review (APR) office will distribute the final copy.

Please DO NOT CONTACT the reviewers before the site visit.

The department is responsible for setting up the meetings through Zoom.

Evaluators have expressed a need for frequent breaks. These breaks have been built into the itinerary.

The APR office will schedule meetings with the provost, dean, associate provost responsible for the charge to the committee and other central administrators as appropriate via Zoom. Please do not call their offices concerning arrangements. Questions about meetings involving these individuals must be made through the APR office.

The last day the evaluators are usually scheduled to meet together to begin writing the report.

In almost all cases, the evaluators have expressed a preference for interviewing junior faculty and senior faculty separately. The itinerary has been designed to reflect this preference. The same is true for students. Undergraduates should not be in the same interview as graduate students. Master students should be separated from doctoral students.

**ACADEMIC PROGRAM REVIEW**

**Department or Program Name**

**DATES HERE**

**External Evaluators:**

**Review Advisory Panel:**

**Evaluators will meet prior to discuss and organize for the virtual site visit.**

**Day 1: Day, Date, Year**

8:00 a.m. All evaluators meet with Darin Ellis, Associate Provost for Academic Programs and Associate Vice President for Institutional Effectiveness, Todd Leff, Associate Dean of the Graduate School, and Marlena Frontera, Program Coordinator, Academic Program Review, Rm # and Building here **(APR schedules personnel)**

8:55 a.m. Breakout

9:00 a.m. RAP meet with \_\_\_\_\_\_\_\_, Chair, Department of \_\_\_\_\_\_\_\_\_\_

9:00 a.m. External Evaluators meet with \_\_\_\_\_\_\_\_, Dean, School/College **(APR scheduled dean)**

10:00 Return and breakout

10:05 a.m. RAP meet with \_\_\_\_\_\_\_\_\_\_\_\_\_, Dean, School/College **(APR scheduled dean)**

10:05 a.m. External Evaluators meet with \_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, Department

11:05 a.m. Lunch

12:00 p.m. Meet w/ department guests **(Department arranges Zoom)**

**NOTE:**

1. **The department is responsible for inviting the guests.**
2. **Guests should include external people who have an association with the department. External means external to the University, NOT external to the department. University personnel (retired or active) are not allowed as guests.**

**Examples include:**

* 1. **corporate colleagues**
	2. **community members/leaders**
	3. **donors**
	4. **alumni**
1. **Up to 2 faculty from the department may attend to facilitate introductions - this includes the chair/director.**
2. **Maximum number of external guests is 8-9 people for a total of 15 people (5 evaluators, 1 – 2 faculty, 8- 9 guests).**

1:00 p.m. All Evaluators with junior faculty **(Department contacts faculty)**

2:00 p.m. Join next meeting

2:05 p.m. All Evaluators with senior faculty **(Department contacts faculty)**

3:00 p.m. Break

3:15 p.m. All Evaluators meet with students **(Department contacts students)**

 3:15 – 4:00 Student group 1

4:00 – 4:05 Join next meeting

4:05 – 4:50 Student group 2

5:05 p.m. External Evaluators and Review Advisory Panel meet to wrap up (APR arranges Zoom)

\*If necessary, an evening meeting with students can be arranged. Please notify APR office immediately if an evening student meeting is desired.

**Day 2: Day, Date, Year**

**External Evaluators only**

9:30 a.m. Exit interview with \_\_\_\_\_\_\_\_, Chair

10:35 a.m. Exit interview with Dean, School/College (APR schedules Dean)

11:35 a.m. Break

11:45 a.m. Exit interview with Darin Ellis, Associate Provost for Academic Programs and Associate Vice President for Institutional Effectiveness, Todd Leff, Associate Dean of the Graduate School, and Jessica Addy, Program Coordinator, Academic Program Review, **(APR schedules personnel and arranges Zoom)**

External Evaluators will schedule own time to work on report.