

Scheduling Information for Chairs and Directors

- Before contacting reviewers, consult with the dean to see if there is a preferred month in which to conduct the external program review.
- Contact two preferred candidates to see if they are willing to participate.
- Ask the candidates about their availability.
- Ask the candidates if they would prefer to come in person or to visit remotely.
- Work with reviewers, staff, faculty, and students to find visit dates that will work.
 - __Don't select days that are holidays or that the university is not in session.
 - __Don't require the candidates to travel on weekends.
 - __Don't schedule the external review in May or December. This is too close to the end of a semester and conflicts with exams and processing paperwork.
- Sample itineraries are available upon request. In general, please allow for the following meetings:
 - __dean (two meetings—one at start and end of visit)
 - __department chair / program director
 - __faculty
 - __provost and associate provost (one meeting)
 - __students
 - __a tour or virtual tour of the campus or department may be included