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

Template: Schedule for External Review Team Visit

DAY TWO

8:00 – 9:30 am Review Team has breakfast with Dean, Provost, Deputy Provost and Director of

Periodic Program Review

*Office of Periodic Program Review to order and pay for all meals

9:30 – 11:00 am Review Team meets with Department Chair

Dept.space that holds 4-5 people

Faculty Interviews (11:00 - 12:00)*

*Office of PPR works with department to schedule all full-time faculty

Time	Reviewer 1	Reviewer 2	Reviewer 3
	Department room	Department room	Department room
11:00		Dept. to schedule	
11:30			

12:00 – 12:45pm Review Team has luncheon meeting with undergraduates:

Dept. space that holds 15-20 people

Department invites and reminds students

1:00 – 1:45 pm Review Team has luncheon meeting with graduate students:

Department invites and reminds students

Faculty Interviews (2:00 - 4:00)*

Time	Reviewer 1	Reviewer 2	Reviewer 3
	Department room	Department room	Department room
2:00			
2:30		Department to schedule	
3:00			
3:30			

4:00 - 4:45 pm Review Team meets with lecturers: **Department to schedule**

4:45 pm Department chair escorts team to reception.

5:00 – 6:00 pm Reception for the Visiting Team, School/College, and

University Administration

Office of Periodic Program Review makes arrangements and orders and distributes invitations to non-dept. guests; dept. distributes invites to all dept. members and dept. invited guests.

Locations for past receptions include: Diamond Club, Shusterman, Department

6:00 pm Team escorted to dinner

6:30 pm Review Team has dinner on own

Number of interview slots depends on number of tenure and tenure-track faculty and the number of reviewers; Office of Periodic Program Review will draft schedule and then ask department to schedule the faculty times

Template: Schedule for External Review Team Visit

DAY THREE

Team to check-out of hotel		
Review Team has breakfast with:		
Faculty from outside the department, other chairs in school/college, or Dean's staff		
Review Team meets with:		
Faculty from outside the department, other chairs in school/college, or Dean's staff		
Review Team meets with:		
Faculty from outside the department, other chairs in school/college, or Dean's staff		
Review Team meets with Provost Senior Staff		
Review Team meets on own		
Review Team has exit lunch with Dean, Provost and Director of Periodic Program Review		
Review Team meets on own		
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