***Program Name, Level and CIP –***

* **Reviewer Information**

***Reviewer Name(s) –***

*Reviewer’s Title (I.E. chair, professor, or dean) -*

*Reviewer’s Home University –*

*Link to CV*

* **Review Dates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY 1 –** | **Meeting** |  | **Location** |
| 4:00 PM | **Opening Meeting:**  **Attendees**: Dean or Associate Dean, Provost Office Representative & Reviewer(s)  **Purpose**: Discuss program(s) and expectations for the review  IE will schedule with Dean’s Office | Required | * Microsoft Teams |
| **DAY 2 –** | **Meeting** |  | **Location** |
| 9:30 –10:50 AM | Meetings with professors, graduate students, undergraduate students, staff or dean.  (Meeting times to be scheduled by Department) | Required | * Microsoft Teams |
| 10:50-11:00 AM | Break |  |  |
| 11:00 – 12:00 PM | Meeting with graduate school Dean  IE will schedule | Optional | * Microsoft Teams |
| Noon - 1:00 PM | Lunch Break |  |  |
| 1:00 – 2:30 PM | Meetings with professors, graduate students, undergraduate students, staff or dean.  (Meeting times to be scheduled by Department) | Required | * Microsoft Teams |
| 2:30-2:40 PM | Break |  |  |
| 2:40-4:00 PM | Meetings with professors, graduate students, undergraduate students, staff or dean.  (Meeting times to be scheduled by Department) | Required | * Microsoft Teams |
| **DAY 3—** | **Meeting** |  | **Location** |
| 9:00-10:00 AM | **Exit Meeting**  **Attendees**:  **Purpose**: Reviewer(s) to provide brief overview of program visit and discussion regarding program.  (Meeting is organized by IE) | Required | * Microsoft Teams |

NOTE: On Day 2, **The department organizes these meetings** and selects who the reviewer(s) meet(s) (students, staff, faculty, etc.), and the duration of meetings**.** Some colleges like to schedule a meeting with the Dean/Associate Dean. If this is something that the Dean/Associate Dean would like, then the department should contact the Dean’s Office to schedule. Consider allowing time for breaks.