

## Academic Program Review Site Visit Guide

*Scheduling Procedure Detail-Provost's and President's Offices*  
10-25-2022

### Academic Program Reviews

- Notify the Provost – As soon as the approximate date of the visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX").
- Scheduling the Visit – The Dean's Office should work with **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability. Once the Provost's meeting is scheduled, the remaining appointments can be arranged. The Provost should be scheduled to meet with the program reviewer and appropriate College Dean toward the end of the visit for a summary of findings.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with a copy of the Self-Study Draft and the CV of the each program reviewer.
- Upon Receipt of the External Reviewers' Formal Report: The College Dean and Provost should receive a copy of the External Reviewers' Report and the final self-study report (The Dean will meet with the Department to discuss both and convey information discussed to the Provost).

### Accreditation Site Visits

- Notify the Provost – As soon as the approximate date of the accrediting body's visit is known, notify the Provost's Office of the expected timeframe (i.e., 'March 20XX").
- Scheduling the Visit – The College Dean's Office should work with **Executive Associate to the President, Pietra Jamison**, to determine the President's availability and the **Executive Associate to the Provost, Rachel Opala**, to determine the Provost's availability, in that order. The remainder of the appointments can be arranged once the Provost's and President's meetings are scheduled.
- 3 weeks prior to visit: The College Dean's Office will provide the Provost with an executive summary, the site team schedule, and short bios of the team members. The executive summary should provide highlights of the report, identify strengths and weaknesses, and indicate any anticipated questions/areas of focus and suggested responses. If there are issues that the College Dean expects the site visitors to raise, those should be also identified.
- 2 weeks prior to visit: The Provost will submit the information to the President's Office.