

Non-Academic, Administrative Unit Review Site Visit Guide

- Notify the Vice President – As soon as the approximate date of the visit is known, notify the respective Vice President’s Office of the expected timeframe (i.e., ‘March 20XX”).
- Scheduling the Visit
 - The Department should work with Vice President’s Administrative Assistant to determine the Vice President’s availability.
 - Once the Vice President’s meeting is scheduled, the remaining appointments can be arranged.
 - The Vice President should be scheduled to meet with the program reviewer and appropriate College Dean/division leadership toward the end of the visit for a summary of findings.
- 3 weeks prior to visit: The Administrative Unit Department will provide the Vice President with a copy of the Self-Study Draft and the CV of each program reviewer.
- Upon Receipt of the External Reviewers’ Formal Report:
 - The College Dean/Division Leadership and Vice President should each receive a copy of the External Reviewers’ Report and the final self-study report.