## Site-Visit Schedule Template

(Responsible Party: PRT Chair)

PROGRAM BEING REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATES OF SITE-VISIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Review Team**:

Name University Department E-mail address

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UT Arlington PRT Members cell phone** (if available):

Name Cell Phone Number

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAY 1:**

External reviewers arrive at D/FW airport and are picked up by program faculty or PRT member and taken to hotel and out to eat if appropriate.

EXTERNAL REVIEWER 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick up from airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight: \_\_\_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_ Terminal: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dinner host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXTERNAL REVIEWER 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick up from airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight: \_\_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_ Terminal: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dinner host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAY 2:**

8:15 – 9:00 Pick up both external reviewers from hotel and take to 9:00 meeting

Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9:00 – 9:45 PRT meets with the Provost or their designee and PRC Chair to receive formal charge from the Provost, preliminary discussions of the review process and site visit issues. ***[NOTE:*** ***Contact provost or their designee as early as possible to schedule this appointment.]***

ROOM: \_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

9:45 – 10:00 Visit Administrative Assistant of the program being reviewed for signing paperwork

10:10 – 11:00 PRT meets with Academic Dean of the program being reviewed**. *[NOTE:*** ***Contact dean as early as possible to schedule this appointment.]***

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

11:00 – 12:00 PRT meets with Chair of the program being reviewed

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

12:00 – 1:30 Lunch at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attended by: usually External PRT, 1-2 Local PRT, and 1 Program Faculty

Host: PRT Chair/Program Faculty

1:30 – 5:00 PRT meets with Program Faculty, Students (see Note below)

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

5:00 – 5:15 If necessary, PRT meets with Academic leadership (Dean, Chair, etc.) to continue discussions of site-visit issues, and request additional information, meetings, etc. for the following day.

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

5:30 External Reviewers taken to Dinner

Host: PRT members/ Program Faculty

After Dinner External Reviewers taken back to Hotel

Host: Program Faculty or PRT

**DAY 3:**

8:15 - 8:45 Pick up both external reviewers from hotel and take to 8:45 meeting

Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8:45 – 10:30 PRT meets with Program Faculty, Students (see Note below)

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

10:30 – 11:15 PRT provided a tour of teaching/research facilities.

ROOM: \_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: Program administrator/faculty

11:15 – 12:00 PRT meets with Program Faculty, Staff or Alumni

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

12:00 – 1:30 Lunch at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attended by: usually External PRT, 1-2 Local PRT, and 1 Program Faculty

Host: PRT Chair

1:30 – 2:30 PRT meets to prepare for two exit interviews, which should include:

1. Immediate impressions
2. Preliminary assessment of goals, plans, staffing, resources, strengths, and areas for improvement
3. Forecast of expected completion date for PRT’s final report

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

2:30 – 3:30 EXIT INTERVIEW ONE

PRT meets with the Academic Dean, Department Chair, Faculty, (Students may be included in this exit interview if desired by Chair and Dean) ***[NOTE:*** ***Contact dean as early as possible to determine his or her possible participation and to schedule the appointment.]***

 Room: \_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_-

Host: PRT Chair

3:40 – 4:30 EXIT INTERVIEW TWO

PRT meets with Provost or their designee, Academic Dean, PRC Chair. ***[NOTE:*** ***Contact participants as early as possible to schedule this appointment.]***

Room: \_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_

Host: PRT Chair

4:30 PRT meets to discuss the Final Report related issues, and take external reviewers to D/FW Airport

EXTERNAL REVIEWER 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Take to airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight: \_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_ Terminal: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

EXTERNAL REVIEWER 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Take to airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight: \_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_ Terminal: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: This schedule may be modified to accommodate the needs of the program, PRT, deans and provost. Make sure that all can provide input when determining with whom to meet, when to meet, and how long the meeting should be. For example, the PRT may want to meet with undergraduate and graduate students separately, meet with individual faculty, hold longer meetings with some, shorter meetings with others, etc. These desires should be accommodated, and the schedule adjusted accordingly.***