**Academic Program Reviews – Example Schedule**

*Please preserve the initial and final meetings (highlighted) as closely as possible. Otherwise, modify the schedule to meet the needs of your students, faculty, and administrators.*

**Day 1**

8:30 am – 9:00 am Charge meeting - Vice Provost and review committee

9:00 am – 10:00 am Welcome, Introductions, and Overview of Self Study Report

 DH all TT and some NTT faculty

10:00 am – 11:00 am Meet with the Dean

11:00 am – 12:00 pm Faculty Group 1

12:00 pm – 2:00 pm Lunch and committee work time

2:00 pm – 3:00 pm Student Group 1

3:00 pm – 4:00 pm Faculty Group 2

4:00 pm – 5:00 pm Committee work time

**Day 2**

9:00 – 10:00 am Student Group 2

10:00 am – 11:00 am Vice President for Research/Graduate Dean (if applicable)

11:00 am – 12:00 pm Faculty Group 3 (NTTs?) or Student Group 3

12:00 pm – 2:00 pm Lunch and committee work time

2:00 pm – 3:00 pm Meeting with Department Head

3:00 pm – 3:30pm Committee work time to discuss initial and key points

3:30 pm – 4:30 pm Exit meeting with Provost and Vice Provost with review committee

4:30 pm – 5:00 pm Committee work time

*Groups:*

*Faculty groups – Larger departments break these out into topical areas (all the literature faculty in one meeting, all the writing faculty in another, for example).  Multiple meeting opportunities are encouraged to overcome overlap with teaching schedules. A separate NTT meeting is common.*

*Student groups – Larger student populations may necessitate breaking these out into topical areas. Where there is a strong graduate program, at least one meeting with undergrads and one with graduate students is encouraged. Multiple meeting opportunities are encouraged to overcome overlap with class/work schedules. Lunch scheduling can be a draw for students.*