# Sample Agenda: 2-Day Site Visit, Model B (Suggested for departments)

(Last Revised 7/17/2023)

**UNIVERSITY OF WASHINGTON**

**Meeting Location (address)**

**Dates**

|  |  |
| --- | --- |
| **Day Zero**  *Night before site visit starts* |  |
| 6:30 pm | **Review Committee working dinner**  **Mamma Melina Ristorante & Pizzeria**  5101 25th Ave NE, Seattle, WA 98105  206.632-2271 |
| **Day One** |  |
| **[Meeting Location]** |  |
|  |  |
| 8:45 – 9:00 am  9:00 – 9:15 am | **Continental breakfast and coffee/tea**  **Meeting with Graduate School Academic Affairs representative** |
| 9:15 – 9:30 am | **Meeting with the Dean**  Participant**,** *Dean of College [in which department is located]* |
| 9:30 – 10:00 am | **Meeting with Department Chair**  Participant, Title |
|  |  |
| 10:00 – 10:45 am | **Department/Faculty Leadership Group**  Participant, Title  Participant, Title  Participant, Title |
|  |  |
| 10:45 – 11:00 am | **Break** |
|  |  |
| 11:00 – 11:45 am | **Meeting with Associate & Full Professors**  Participant, Professor  Participant, Professor  Participant, Professor  Participant, Associate Professor  Participant, Associate Professor  Participant, Associate Professor  Participant, Associate Professor |
|  |  |
| 11:45 am – 12:00 pm | **Break** |
|  |  |
| 12:00 – 1:00 pm | **Lunch**  (boxed lunches delivered to meeting location) |
|  |  |
| 1:00 – 1:15 pm | **Break** |
|  |  |
| 1:15 – 2:00 pm | **Meeting with Assistant Professors**  Participant, Assistant Professor  Participant, Assistant Professor  Participant, Assistant Professor |
|  |  |
| 2:00 – 2:45 pm | **Meeting with Part-Time Faculty**  Participant, Teaching Associate  Participant, Teaching Associate  Participant, Affiliate Instructor  Participant, Affiliate Assistant Professor  Participant, Teaching Associate |
|  |  |
| 2:45 – 3:00 pm | **Break** |
|  |  |
| 3:00 – 3:45 pm | **Meeting with Graduate Students**  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program |
| 3:45 – 4:30 pm | **Meeting with Undergraduate Students**  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program  Participant, Program |
|  |  |
| 6:30 pm | **Review Committee working dinner**:  **Nell’s Restaurant**  6804 E Green Lake Way NE, Seattle  206.524.4044 |
|  |  |
| **Day Two** |  |
| **[Meeting Location]** |  |
| 8:45 – 9:00 am  9:00 – 9:45 am | **Continental breakfast and coffee/tea**  **Meeting with Staff**  Participant, Academic Advisor  Participant, Fiscal Specialist  Participant, Program Associate |
|  |  |
| 9:45 – 10:15 am | **Meeting with Undergraduate Program Coordinator**  Participant, Undergraduate Program Coordinator |
|  |  |
| 10:15 – 10:30 am | **Break** |
|  |  |
| 10:30 – 11:00 am | **Meeting with Graduate Program Coordinator**  Participant, Graduate Program Coordinator |
|  |  |
| 11:00 – 11:45 am | **Meeting with Administrator & Advancement Team**  Participant, Administrator  Participant, Director, College Advancement  Participant, Program Manager, College Advancement |
|  |  |
| 11:45 am – 12:00 pm | **Break** |
|  |  |
| 12:00 – 12:45 pm | **Review Committee Lunch (**Boxed lunches catered) |
|  |  |
| 12:45 – 1:15 pm  1:15 – 2:15 pm | **Review Committee meeting with Graduate School representative to discuss preliminary recommendations**  **Review Committee executive session** |
|  |  |
| 2:15 – 2:30 pm | **Break** |
|  |  |
| 2:30 – 4:30 pm | **Exit Discussion** |
|  |  |
|  | **Unit Representative(s) (exit at 3:30 pm)**  **Participant**, *Department Chair*  **Participant,** *Department Administrator* |
|  |  |
|  | **University Administrators**  **Participant,** *Dean of College [in which department is located]*  **Participant,** *Associate Dean for Academic Affairs, Graduate School*  **Participant,** *Associate Vice Provost for Academic and Student Affairs*  **Participant,** *Associate Dean, Undergraduate Academic Affairs*  **Participant,** *Director, Academic Program Review, Graduate School*  **Participant,** *Specialist, Academic Affairs & Planning, Graduate School* |