# 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 98105206.632-2271 |
| **Day One** |  |
| **[Meeting Location]** |  |
|  |  |
| 8:45 – 9:00 am9:00 – 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, TitleParticipant, TitleParticipant, Title |
|  |  |
| 10:45 – 11:00 am | **Break** |
|  |  |
| 11:00 – 11:45 am | **Meeting with Associate & Full Professors** Participant, ProfessorParticipant, ProfessorParticipant, ProfessorParticipant, Associate ProfessorParticipant, Associate ProfessorParticipant, Associate ProfessorParticipant, Associate Professor |
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| 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 ProfessorParticipant, Assistant ProfessorParticipant, Assistant Professor |
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| 2:00 – 2:45 pm | **Meeting with Part-Time Faculty**Participant, Teaching AssociateParticipant, Teaching AssociateParticipant, Affiliate InstructorParticipant, Affiliate Assistant ProfessorParticipant, Teaching Associate |
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| 2:45 – 3:00 pm | **Break** |
|  |  |
| 3:00 – 3:45 pm | **Meeting with Graduate Students**Participant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, Program |
| 3:45 – 4:30 pm | **Meeting with Undergraduate Students**Participant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, ProgramParticipant, Program |
|  |  |
| 6:30 pm | **Review Committee working dinner**:**Nell’s Restaurant**6804 E Green Lake Way NE, Seattle206.524.4044 |
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| **Day Two** |  |
| **[Meeting Location]** |  |
| 8:45 – 9:00 am9:00 – 9:45 am | **Continental breakfast and coffee/tea****Meeting with Staff**Participant, Academic AdvisorParticipant, Fiscal SpecialistParticipant, Program Associate |
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| 9:45 – 10:15 am | **Meeting with Undergraduate Program Coordinator**Participant, Undergraduate Program Coordinator |
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| 10:15 – 10:30 am | **Break** |
|  |  |
| 10:30 – 11:00 am | **Meeting with Graduate Program Coordinator**Participant, Graduate Program Coordinator |
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| 11:00 – 11:45 am | **Meeting with Administrator & Advancement Team**Participant, AdministratorParticipant, 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 pm1:15 – 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* |