

You have completed your self-study and are ready to prepare for your External Review visit. Now what?

Step 1: Identify external reviewers		
<input type="checkbox"/>	Chair	Create a list of 2 or 3 potential external reviewers. You may want to reach out to these individuals to gauge their interest and check their availability. Unless otherwise approved, the external review should be scheduled for the beginning of the semester following completion of the self-study.
<input type="checkbox"/>	Chair	Submit a list of 2-3 potential external reviewers with contact information and current CVs to Dean for approval.
<input type="checkbox"/>	Dean & FDAPR	The Dean will rank the potential reviewers and the Faculty Director of Assessment and Program Review (FDAPR) will send an invitation to the first (and second) recommendations with information about stipend, travel, and logistics.
<input type="checkbox"/>	FDAPR	External Reviewers will be provided a \$1500 stipend to cover all travel expenses. They will book their own travel and accommodations, but questions about travel and stipend can be directed to the FDAPR.
Step 2: Create External Review Visit Schedule		
<input type="checkbox"/>	Chair	Using the template provided, please identify all of the stakeholders you would like external reviewers to meet with.
<input type="checkbox"/>	Chair	The reviewers' meals are provided through their stipends, but if you would like to have lunch or snacks for students, please work with the Dean's Office <b>several weeks ahead of time</b> to arrange this.
<input type="checkbox"/>	Chair	Ask reviewers whether there are any times during their visit that need to be blocked off for other responsibilities/meetings.
<input type="checkbox"/>	Chair	Please work with program faculty schedules to find times that work best for meetings with faculty members. Consider whether you would like lecture and tenure-track faculty to meet together or separately and whether there are individual faculty members you would like the reviewers to meet with separately – maybe people who have worked on the self-study or have a particular role in the department.
<input type="checkbox"/>	Chair/FDAPR	If you need help scheduling the administrator meetings (e.g. Introductory meeting, Dean, Provost, Exit meeting) please reach out to the FDAPR.
<input type="checkbox"/>	Chair/FDAPR	If you need help securing a room for meetings reach out to the FDAPR, the Dean's Office, or your program analyst.
Step 3: Prepare for the Visit		
<input type="checkbox"/>	Chair	<p>Two weeks prior to the campus visit ensure all last minute details are arranged.</p> <ul style="list-style-type: none"> <li>○ Meetings with administrators are scheduled</li> <li>○ Faculty have the information for attending faculty sessions</li> <li>○ A final schedule is ready for distribution to reviewers – including meeting locations and zoom links</li> <li>○ Self-study is ready for distribution to reviewers</li> </ul>

		<ul style="list-style-type: none"> <li>○ Arrangements for any meals or snacks is approved</li> </ul>
<input type="checkbox"/>	Chair	Secure parking passes for external reviewers for the dates of visit (if you need assistance, reach out to the FDAPR)
<input type="checkbox"/>	FDAPR	<p>Send out an email to the reviewers (CC: Chair, AVP APCI, and Dean) with the following:</p> <ul style="list-style-type: none"> <li>○ Final Self-study document</li> <li>○ Final Schedule for the External Review Visit</li> <li>○ Template for External Review</li> <li>○ Information for parking and picking up passes</li> <li>○ Map and information for getting to meeting locations – either the Chair or FDAPR should arrange to meet the reviewers and walk them to the introductory meeting.</li> <li>○ Ask the reviewers if they would like any additional meetings added to the schedule</li> </ul>