

## **Appendix 5: Guidelines for Site Visit Itineraries & Sample Itinerary**

### **Faculty Participation**

In scheduling the site visit, efforts should be made to coordinate on the broad availability of unit faculty so as not to coincide with major field-specific conferences or events. Once the dates are confirmed, the head of the unit to be reviewed should inform faculty of the site visit schedule ideally at least three months in advance and request their participation. The faculty are expected to be available to meet with the visiting committee and they should avoid traveling out of town or making any conflicting commitments on those three days until the final agenda has been prepared and they know the hour and day on which they are scheduled to meet.

### **Preparation of the Itinerary**

The head of the unit under review is responsible for drafting a suggested itinerary for the review committee's visit in consultation with the Office of the Provost ideally at least 2-3 months prior to the site visit, following the general outline provided here. Prior to the site visit, the Office of the Provost will consult with the review committee on the draft itinerary and they may provide input on the final schedule. Where possible, meetings should be held in the unit's facilities.

### **Standard Elements of the Itinerary**

Review committees will typically meet on the evening before the review for a meal with the Provost's designee and the CAPR representative. Members of the unit under review will not participate in this initial dinner meeting. The committee will receive an orientation to the review process and its official charge from the Provost.

The first meeting on day one of the site visit should be with the unit head (e.g. department chair, director, section head) and the dean, in that order. Executive committees or other formal leadership groups should be scheduled early on day one.

All faculty should have an opportunity to meet with the committee and faculty meetings should be organized around groups that best reflect the unit's own internal organization. Faculty should not participate in more than one meeting with the committee except in extraordinary circumstances. The primary exception to this rule is an essential, separate meeting with untenured, tenure-track faculty. A separate meeting with adjunct faculty will be considered.

Student meetings with the review committee are important, and students from all programs should be represented. The meetings should be organized to focus on individual student cohorts such as undergraduate, master's and doctoral students. Students will be selected by the Office of the Provost, in consultation with the unit head, and invited to participate in the meetings; units will have the opportunity to review the proposed lists of students in advance.

Review committees should meet with faculty and chairs from other schools/colleges and departments who collaborate with faculty in the unit under review on research and teaching.

Meetings with staff are typically not scheduled, although in certain cases such meetings may be justified. Facilities tours, if included, should be kept brief and to a minimum.

The review committee will be allowed substantive private time to reflect on and discuss their observations and to draft their report. To do so, they will dine alone on day one and day two. A block of hours will be preserved on the afternoon of day two to allow the committee to work on their report. The goal is to encourage the completion of the draft report while the external members of the committee are on campus. The host unit should provide access to a printer as needed.

The exit interview on the final day of the site visit will be hosted by the review committee and will include the head of the unit under review, the appropriate dean(s), the Provost's designee, and the CAPR representative. The unit leadership and the dean(s) will be invited to hear the executive summary of recommendations and to engage in discussion for the first portion of the meeting. They will then be excused to permit the review committee to complete delivery of its report to the Provost's designee and the CAPR representative in private.

### Sample Boston University APR Itinerary

Date/ Time	Meeting	Hosted By
Evening before review	Welcome Dinner with Office of the Provost, CAPR representative	Office of the Provost
<b>Day 1</b>		
8:30 am	Unit Chair, Director, Head	Review Committee
9:30 am	School/ College Dean	Review Committee
10:30 am	<i>Break</i>	
10:45 am	Other Unit Leadership	Review Committee
11:30 am	<i>Break</i>	
12:00 pm	Working Lunch with Collaborating Faculty	Review Committee
1:30 pm	<i>Break</i>	
2:00 pm	Faculty Group	Review Committee
3:00 pm	Faculty Group	Review Committee
4:00 pm	<i>Break</i>	
4:15 pm	Faculty Group	Review Committee
5:30 pm	Depart Campus; Working Dinner (RC only)	
<b>Day 2</b>		
8:30 am	Faculty Group	Review Committee
9:30 am	Faculty Group	Review Committee
10:30 am	<i>Break</i>	
11:00 am	Student Group: Undergrad	Review Committee
11:45 am	<i>Break</i>	
12:00 pm	Working Lunch with Junior Faculty	Review Committee
1:30 pm	<i>Break</i>	
2:00 pm	Student Group: Masters	Review Committee
2:45 pm	<i>Break</i>	
3:00 pm	Student Group: Doctoral	Review Committee
3:45 pm	Depart Campus; Report Preparation & Working Dinner (RC only)	
<b>Day 3</b>		
8:30 am	Executive Session: Report Preparation (RC only)	
10:00 am	Exit Interview with Program Leadership, Office of the Provost, CAPR representative	Review Committee
11:00 am	Program Leadership excused, Exit Interview Conclusion	Review Committee
11:30 am	Conclusion of Review	