

Office of the Provost

Tingley Memorial Hall
Tel +1 803.535.5417
Fax +1 803.535.5170



Sample Site Visit Schedule

First Evening

Orientation dinner with Provost, Dean, Chair and select faculty (if applicable)

Second Day

Orientation breakfast with Provost, Dean, Chair and select faculty (if applicable). The breakfast will be scheduled if there is not orientation dinner.

Meeting with Dean, Chair and faculty who prepared self-study.

Tour of department

Meeting with faculty

Lunch with students

Classroom visits (if applicable)

Time to complete review summary

Exit meeting with Provost, Dean and Chair

Time-frame with Orientation Dinner:

First Evening: Dinner (6:00 p.m. – 7:30 p.m.) Location TBD by Dean and Chair

Second Day:

8:00 a.m. – 8:30 a.m. Arrive on campus

8:30 a.m. – 9:30 a.m. Meeting with Dean, Chair and faculty who prepared self-study.

9:30 a.m. – 10:00 a.m. Tour of department and break

10:00 a.m. – 11:00 a.m. Meeting with faculty (without Dean and Chair)

11:00 a.m. – 11:45 a.m. Classroom visits (if applicable)

11:45 a.m. – 1:00 p.m. Lunch and meeting with students

1:00 p.m. – 2:00 p.m. Chair will provide any requested documents to complete summary sheet and conclude visit

2:00 p.m. – 3:30 p.m. Reviewers will meet to discuss observations, complete summary sheet and draft for exit meeting

3:30 – 4:15 p.m. Exit meeting with Provost, Dean and Chair

4:30 p.m. Departure

Time-frame with Orientation Breakfast:

Second Day:

7:30 a.m.	Arrive on campus
7:45 a.m. – 8:30 a.m.	Orientation Breakfast with Provost, Dean and Chair (Location TBD by Dean and Chair)
8:30 a.m. – 9:30 a.m.	Meeting with Dean, Chair and faculty who prepared self-study.
9:30 a.m. – 10:00 a.m.	Tour of department and break
10:00 a.m. – 11:00 a.m.	Meeting with faculty (without Dean and Chair)
11:00 a.m. – 11:45 a.m.	Classroom visits (if applicable)
11:45 a.m. – 1:00 p.m.	Lunch and meeting with students
1:00 p.m. – 2:00 p.m.	Chair will provide any requested documents to complete summary sheet and conclude visit
2:00 p.m. – 3:30 p.m.	Reviewers will meet to discuss observations, complete summary sheet and draft for exit meeting
3:30 – 4:15 p.m.	Exit meeting with Provost, Dean and Chair
4:30 p.m.	Departure