

**External Reviewer for *Program Name*  
PSU Campus Visit Itinerary**

Wednesday, Date X, 201X

Arrive in Pittsburg, reservation at XXX for Date Y and Z

Thursday, Date Y, 201X

- 9:00-9:50 a.m. Meet with the Provost and the Dean of College (some Deans prefer to meet one-on-one and this would be scheduled separately)
- 10:00-10:50 a.m. Meet with Director of Assessment (as appropriate for the department)
- 11:00-11:50 a.m. Meet with Department Chair and/or Program Coordinator
- Noon-12:50 p.m. Lunch with either a faculty member or small representative group
- 1:00-1:50 p.m. Meet with Program Coordinator (as appropriate for the department)
- 2:00-2:50 p.m. Meet with students (from student organization, upperclassmen, etc.)
- 3:00-3:30 p.m. Meet with faculty (one-on-one or small group or all, as appropriate for the department)
- 3:30-4:30 p.m. Meet with Dean of College to review the day

Friday, Date Z, 201X

- 9:00-9:30 a.m. Meet one-on-one with faculty or with a small group of non-tenured or part time faculty, as appropriate for the department)
- 9:30-10:00 a.m. Meet with Department's Administrative Specialist
- 10:00-11:00 a.m. Exit interview with Provost and Dean of College (some Deans prefer to schedule a separate meeting time.)

Notes: This schedule should be revised to best allow the External Reviewer the opportunity to interact with those most appropriate for each department. For example, if the department has a facility that enhances their curriculum or that should meet industry standards, time should be made for a brief tour of that facility. Some faculty may wish to meet as a group, while others will prefer personal conversations. The schedule should allow the reviewer to interact with members of the campus community who can best inform them regarding components on the reviewer's report.