# UNIVERSITY OF WASHINGTON

**Sample Department Site Visit Agenda**

**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** |  |
|  |  |
| 9:00 – 9:15 am | **Meeting with Graduate School Academic Affairs & Planning Representative**  |
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| 9:15 – 10:00 am | **Participant,** Chair, Department |
|  |  |
| 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 ProfessorParticipant, Associate Professor |
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| 11:45 am – 12:00 pm  | **Break** |
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| 12:00 – 1:00 pm | **Lunch** (boxed lunches delivered to meeting location) |
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| 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, 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** |  |
| **Location** |  |
| 9:00 – 9:45 am | **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  |
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| 11:45 am – 12:00 pm | **Break** |
|  |  |
| 12:00 – 1:45 pm | **Review Committee Executive Session**Boxed lunches catered |
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| 1:45 – 2:15 pm | Review Committee meeting with Becky Corriell to discuss preliminary recommendations.  |
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| 2:15 – 2:30 pm | **Break** |
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| 2:30 – 4:30 pm | **Exit Discussion** |
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|  | **Unit Representative(s) (exit at 3:30 pm)****Participant**, *Department Chair***Participant,** *Department Administrator* |
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|  | **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 & Strategy, Graduate School***Participant,** *Specialist, Academic Affairs & Planning, Graduate School***Participant,** *Title, Home Department, Graduate School Council Representative* **Participant,** *Title, Home Department, Graduate School Council Representative* |