

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 98105
206.632-2271

Day One

Meeting Location

9:00 – 9:15 am

Meeting with Graduate School Academic Affairs & Planning Representative

9:15 – 10:00 am

Participant, Chair, Department

10:00 – 10:45 am

Department/Faculty Leadership Group
Participant, Title
Participant, Title
Participant, Title

10:45 – 11:00 am

Break

11:00 – 11:45 am

Meeting with Associate & Full Professors
Participant, Professor
Participant, Professor
Participant, Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor

11:45 am – 12:00 pm

Break

12:00 – 1:00 pm

Lunch
(boxed lunches delivered to meeting location)

1:00 – 1:15 pm

Break

1:15 – 2:00 pm

Meeting with Assistant Professors
Participant, Assistant Professor
Participant, Assistant Professor
Participant, Assistant Professor

2:00 – 2:45 pm

Meeting with Part-Time Faculty

Participant, Teaching Associate
Participant, Teaching Associate
Participant, Affiliate Instructor
Participant, Affiliate Assistant Professor
Participant, Teaching Associate

2:45 – 3:00 pm

Break

3:00 – 3:45 pm

Meeting with Graduate Students

Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program

3:45 – 4:30 pm

Meeting with Undergraduate Students

Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program
Participant, Program

6:30 pm

**Review Committee working dinner:
Nell's Restaurant**
6804 E Green Lake Way NE, Seattle
206.524.4044

Day Two

Location

9:00 – 9:45 am

Meeting with Staff

Participant, Academic Advisor
Participant, Fiscal Specialist
Participant, Program Associate

9:45 – 10:15 am

Meeting with Undergraduate Program Coordinator

Participant, Undergraduate Program Coordinator

10:15 – 10:30 am

Break

10:30 – 11:00 am	<p>Meeting with Graduate Program Coordinator Participant, Graduate Program Coordinator</p>
11:00 – 11:45 am	<p>Meeting with Administrator & Advancement Team Participant, Administrator Participant, Director, College Advancement Participant, Program Manager, College Advancement</p>
11:45 am – 12:00 pm	<p>Break</p>
12:00 – 1:45 pm	<p>Review Committee Executive Session Boxed lunches catered</p>
1:45 – 2:15 pm	<p>Review Committee meeting with Graduate School Representative to discuss preliminary recommendations.</p>
2:15 – 2:30 pm	<p>Break</p>
2:30 – 4:30 pm	<p>Exit Discussion</p> <p>Unit Representative(s) (exit at 3:30 pm) Participant, <i>Department Chair</i> Participant, <i>Department Administrator</i></p> <p>University Administrators Participant, <i>Dean of College [in which department is located]</i> Participant, <i>Associate Dean for Academic Affairs, Graduate School</i> Participant, <i>Associate Vice Provost for Academic and Student Affairs</i> Participant, <i>Associate Dean, Undergraduate Academic Affairs</i> Participant, <i>Director, Academic Program Review & Strategy, Graduate School</i> Participant, <i>Specialist, Academic Affairs & Planning, Graduate School</i> Participant, <i>Title, Home Department, Graduate School Council Representative</i> Participant, <i>Title, Home Department, Graduate School Council Representative</i></p>