UNIVERSITY OF VICTORIA

DEPARTMENT/SCHOOL

**ITINERARY FOR EXTERNAL REVIEW OF ACADEMIC UNIT**

Name of Chair of Review Committee (External Reviewer), Title

Name of External Reviewer, Title

Name of Internal Reviewer, Title

*Note: Normally, the external review team conducts a site visit of two to three days; any alternative arrangements will require the agreement of the chair or director, dean, Associate Vice-President Academic Planning and approval of the Provost.*

*The schedule below is meant as an outline; the unit may wish to include additional meetings, or to adjust those listed. The two mandatory meetings with the AVPAP are booked by VPAC and are marked below. These fall at the beginning and end of the site visit.*

**DATE: [Day 1]**

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| --- | --- | --- |
| **Time** | **Meeting** | **Location** |
| 30-45 min | Acting Associate Vice-President Academic Planning, Dr. Elizabeth Adjin-Tettey (*m****andatory, booked by VPAC)*** | Zoom |
| 60 min | Dean of the Faculty | Virtual meeting |
| 15 min | Break |  |
| 60 min | Department Chair | Virtual meeting |
| 60 min | Lunch break |  |
| 30 min | Program Committee | Virtual meeting |
| 30 min | Vice-President Research or designate \*if relevant | Virtual meeting |
| 30 min |  Undergraduate Advisor  | Virtual meeting |
| 60 min | Reviewer discussion time | Virtual meeting |

**DATE: [Day 2]**

|  |  |  |
| --- | --- | --- |
| **Time** | **Meeting** | **Location** |
| 30 min | Graduate Advisor | Virtual meeting |
| 30 min | Graduate Students | Virtual meeting |
| 30 min | Dean of Graduate Studies \*if unit has Graduate program | Virtual meeting |
| 15 min | Break |  |
| 30 min | **Faculty Members of Unit**  | Virtual meeting |
| 30 min | Meeting with Office Staff | Virtual meeting |
| 30 min | Undergraduate Students | Virtual meeting |
| 60 min | Lunch break |  |
| 60 min | Meetings with Individual Faculty Members | Virtual meeting |
| 60 min | Reviewer discussion time | Virtual meeting |

**DATE: [Day 3]**

|  |  |  |
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| **Time** | **Meeting** | **Location** |
| 30 min | Virtual tour of Facilities [if applicable] | Virtual meeting |
| 2-2.5 hours | Reviewer discussion time: review site visit and start draft review outline | Virtual meeting |
| 60 min | Lunch break |  |
| 30-45 min | Acting Associate Vice-President Academic Planning, Dr. Elizabeth Adjin-TetteyDean of Faculty, Dean of Graduate Studies, Dr. Robin Hicks \*if unit has Graduate program(*m****andatory, booked by VPAC)*** | Zoom |