

UNIVERSITY OF VICTORIA
INTD PROGRAM NAME
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]

Time	Meeting	Location
30-45 min	Acting Associate Vice-President Academic Planning, Dr. Robin Hicks <i>(mandatory, booked by VPAC)</i>	Zoom
60 min	Dean of the Faculty	Virtual meeting
15 min	Break	
60 min	Program Director	Virtual meeting
60 min	Lunch break	
30 min	Program Committee	Virtual meeting
30 min	Undergraduate Advisor	Virtual meeting
30 min	Sessional members	Virtual meeting
60 min	Reviewer discussion time	Virtual meeting

DATE: [Day 2]

Time	Meeting	Location
30 min	Vice-President Research or designate	Virtual meeting
30 min	Department Chairs of relevant disciplines	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]

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. Robin Hicks Dean of Faculty, Associate Dean of Faculty <i>(mandatory, booked by VPAC)</i>	Zoom