



[Review Name] AQA: External Review Itinerary

The following template is a guide only. It can be used as a starting point for the Review Coordinator and the Self Study Committee to plan the site visit of the External Reviewers. Site visits are a minimum of two days and can be extended to three days if required.

Site visit location: [In Person/Online]

Site visit dates: [Dates]

Arrival: [Date]

Afternoon		
Time	Session	Details
	Pick up	<ul style="list-style-type: none">[Add details as needed]
	Arrive at hotel	<ul style="list-style-type: none">[Add details as needed]

Day One: [Date]

Morning		
Time	Session	Potential Discussion Topics
	Chair of Academic Quality Assurance Committee	Commitment to quality assurance. Quality assurance process.
	Dean of the Faculty	<ul style="list-style-type: none">Institutional commitment to, and support of, the program or unit.How the program or unit fits with the Strategic Plan, Academic Plan, and other plans and priorities.
	School of Graduate Studies Representative	<ul style="list-style-type: none">Institutional commitment to, and support of, graduate programmingGraduate student support systems
	Program or unit senior administration (e.g., Department/Area Chair)	<ul style="list-style-type: none">Program or unit objectives, structure, content, teaching approach, delivery methods.Administrative structures and processes.If applicable, past quality assurance reviews and the follow-up from those.
	Facilities tour	<ul style="list-style-type: none">Key resources that support the program or unit.
	Librarian (optional)	<ul style="list-style-type: none">Library resources that support the program or unit.
Afternoon		
Time	Session	Potential Discussion Topics
	Faculty members (often scheduled individually in 15-minute increments)	<ul style="list-style-type: none">Teaching methods and pedagogy, student assessment practices, and scholarly expectations of students.Faculty resources, scholarly activity expectations, governance, and faculty evaluation.Academic responsibilities and workload.
	Students and alumni	<ul style="list-style-type: none">Student and alumni perspectives on the program or unit.Student and alumni perspectives on academic life, academic student services and advising, and other supports for the program or unit.Engaged and active learning in the program or unit.



Academic Quality Assurance

Day Two: [Date]

Morning		
Time	Session	Potential Discussion Topics
	Support staff	<ul style="list-style-type: none">• Processes and resources that support the program or unit.• Policies and procedures.• Technological, physical, and other resources.
	Self Study Committee	<ul style="list-style-type: none">• Debrief. Opportunity to ask questions.
	Working session (External Reviewers)	<ul style="list-style-type: none">• External reviewers compile missing data, ask questions, and begin drafting their report.
	Debrief (External Reviewers and Self Study Committee)	<ul style="list-style-type: none">• Final opportunity for questions to be addressed and to provide the Self Study Committee with the general findings of the External Review Team and the direction of the Team's report.