



**College of Sciences and Health Professions  
Chemistry Department External Reviewer Site Visit Itinerary  
DATE, 2016**

XXX, PhD  
Professor of Pathology & Laboratory Medicine  
University of Anytown

**Wednesday, XXX, 2016**

**TRAVEL & WELCOME**

Reservations and Contact info:  
Crowne Plaza Cleveland at Playhouse Square  
1260 Euclid Avenue  
Cleveland, OH 44115  
216.615.7500

Confirmation #:  
Contact: Program Review Coordinator, Academic Planning  
Office: 216.xxx-xxxx; Cell: 216.xxx-xxxx (after 5:00 PM)

**Ground Transportation Instructions:**

XXX XXX  
Your driver will meet you at XXX. Please call the driver when you arrive at baggage claim at 216.272.6554.

6:00 PM – 7:30 PM	Welcome Dinner *You will be met in the hotel lobby and escorted/accompanied by the committee review team	Attendance: XXX, Review Committee Members
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**Thursday, XXX, 2016**

9:00 AM – 10:15 AM	Meeting with Provost’s Administrative Team <b>LOCATION: XXX</b>	Attendance: Provost, Vice Provost, Academic Planning, Graduate Dean, VP Research & Scholarship
10:15 AM – 11:15 AM	Meeting with College Dean and Associate Dean(s) <b>LOCATION: XXX</b>	Attendance: XXX, Dean, XXX, Associate Dean, XXX, Review Committee
11:15 AM – 12:10 PM	Tour departmental facilities	Attendance: XXX and XXX, Review Committee
12:15 PM – 1:30 PM	Lunch with Program Review Committee <b>LOCATION: XXX</b>	
1:30 PM – 2:30 PM	Meet with Program Director(s) <b>LOCATION: XXX</b>	Attendance: XXX, XXX, Professor and Associate Chair, Graduate Programs, XXX and XXX, Review Committee

2:30 PM – 3:30 PM	Meet with Departmental Faculty <b>LOCATION: XXX</b>	Attendance: All department faculty have been invited
3:30 PM – 4:15 PM	Meet with select Undergraduate Students <b>LOCATION: XXX</b>	Attendance: XXX
4:15 PM – 5:15 PM	Meet with select Graduate Students <b>LOCATION: XXX</b>	Attendance: XXX, Review Committee
5:15 PM – 5:45 PM	Return to hotel to prepare for dinner meeting – You will be escorted/accompanied by the committee review team	
6:00 PM – 7:30 PM	Dinner with select faculty <b>AND/OR</b> Program Director <b>LOCATION: XXX</b> *You will be met in the hotel lobby and escorted/accompanied by the committee review team	Attendance: XXX , Review Committee

**Friday, January 23, 2015**

8:00 AM – 9:30 AM	Reviewers' Breakfast –Breakfast provided by the <b>XXX</b>	Attendance: <b>XXX AND/OR XXX</b> , Review Committee
9:30 AM – 11:30 AM	Review Team Working Session <b>LOCATION: XXX</b>	
11:30 AM – 12:30 PM	Review Team Lunch <b>LOCATION: XXX</b>	
12:30 PM – 1:30 PM	Exit Interview with Provost Administrative Team	Attendance: Provost, Vice Provost for Academic Planning, Vice President Research & Scholarship, Graduate Dean
12:30 PM – 2:00 PM	Reviewers depart Cleveland State	Ground transportation provided by <b>XXX</b>