

Typical Program Review Schedule

DAY 1		
Time	Activity	Location
1:00-3:00 PM	Arrive in Cookeville	
3:00-4:00 PM*	Orientation session for the program reviewer, with Associate Provost Sharon Huo, Department Chair, and College Dean	Provost's Conference Room, DBRY 200
4:00-5:00 PM	Begin departmental visit	
6:00 PM	Dinner with selected individuals	
DAY 2		
7:30 AM	Breakfast	
8:30 AM	Meet with College Dean	
9:30 AM*	Meet with the Provost and Associate Provosts, and for graduate programs, also the Dean of Graduate Studies and the Vice President for Research.	Provost's Conference Room, DBRY 200
10:30 AM	Meet with departmental faculty	
12:00 noon	Luncheon with departmental faculty	
1:30 PM	Meet with departmental Chair	
2:30 PM	Meet with departmental students	
3:30 PM	Meet with other stakeholders	
4:30 PM	Tour department	
5:30 PM	Dinner on own or with a faculty member; work on reviewer draft report	
DAY 3		
7:30 AM	Breakfast	
9:00 AM	Meet with departmental Chair and, as necessary, with faculty and/or Dean	
10:00 AM	Time to prepare for exit	
11:00 AM*	Exit interview: President, Provost, Associate Provosts, Dean of Graduate Studies and VP for Research for graduate program, Dean, chairperson, and departmental faculty	Provost's Conference Room, DBRY 200

Note: This schedule may be altered to fit the needs of the reviewer or the schedules of the faculty or administrators.

*The Office of the Provost will schedule the meetings listed in the shaded rows.