

Notify the Vice President – As soon as the approximate date of the visit is known, notify the respective Vice President's Office of the expected timeframe (i.e., 'March 20XX").

Scheduling the Visit

The Department should work with Vice President's Administrative Assistant to determine the Vice President's availability.

Once the Vice President's meeting is scheduled, the remaining appointments can be arranged.

The Vice President should be scheduled to meet with the program reviewer and appropriate College Dean/division leadership toward the end of the visit for a summary of findings.

3 weeks prior to visit: The Administrative Unit Department will provide the Vice President with a copy of the Self-Study Draft and the CV of each program reviewer.

Upon Receipt of the External Reviewers' Formal Report:

The College Dean/Division Leadership and Vice President should each receive a copy of the External Reviewers' Report and the final self-study report.