##### First Day

### Early morning – 7:45 a.m. Breakfast\*

Include instructions on how SV will travel from the airport or hotel to their first meeting (shuttle, bus, Lyft, faculty pick-up.) Make a parking reservation for the local site visitor and provide parking instructions\*.

(Prior to entry meeting) Breakfast with: (names listed)

Travel to campus.

### 8:30 – 9:15 a.m. Entry meeting\*

(Building, room number) Site visitors meet with the UPRA Officer, the academic dean of the unit under review,
 the academic head of the unit under review, and the UPRA Associate Director.

### 9:30 a.m. – noon Meeting with faculty\*

 Site visitors meet with program-related faculty groups (for example, graduate director,
undergraduate director, graduate faculty.) Senior faculty should meet separately from junior faculty.

(Building, room number) Senior faculty

(Building, room number) Junior faculty

### Noon – 1:30 p.m. Lunch\*

(Building, room number) Meals are an opportunity to organize a meeting between site visitors and students, faculty, community constituents and/or alumni.

Lunch with: (names listed)

### 1:30 – 2:30 p.m. Meeting with academic unit head\*

(Building, room number) Site visitors meet with academic unit head (Department Chair or School Director).

### 2:30 – 5 p.m. Tours and meetings with students\*

(Building, room number) Site visitors tour of the laboratories and other facilities.

(Building, room number) Site visitors meet with graduate students.
(faculty should not be present for meetings with students)

(Building, room number) Site visitors meet with undergraduate students.
(faculty should not be present for meetings with students)

### 5 – 6 p.m. Dinner

Meals are an opportunity to organize a meeting between site visitors and students, faculty, community constituents and/or alumni.

Dinner with: (names listed)

\* Although the order of these activities may vary, these items are required visit events.

##### Second Day

### 7:45 – 8:45 a.m. Site visitor breakfast\*

Breakfast with: (names listed)

Travel to campus

### 9:00 a.m. – noon Additional Meetings\*

(Building, room number) Site visitors meet with Academic Dean.

(Building, room number) Site visitors meet with individual faculty groups or members from other units with
whom the program interacts.

### Noon – 1:30 p.m. Lunch

Lunch with:

### 1:30 – 2:30 p.m. Site Visitor Preparation Meeting\*

(Building, room number) Required time for site visitors to discuss major issues, begin preparing site visit
report and exit meeting discussion points. Unit should make a quiet room with computer access available to visitors.

### 2:30 – 3:30 p.m. Exit Meeting\*

(Building, room number) Site visitors meet with the UPRA Officer, the academic dean of the unit
under review, and the UPRA Associate Director. The Dean will decide if anyone else should attend this meeting.

### 3:30 – 4:30 p.m. Site Visitor Meeting\*

(Building, room number) Last meeting for site visitors to discuss major site visit points, and begin
working to finalize the site visit report. Unit should make a quiet room with computer access available to visitors.

**Note:** Site visitor travel to and from campus will be arranged by the academic unit and return flights should be
scheduled no earlier than 7 p.m. or the following day to allow time to get to airport and through security

\* Although the order of these activities may vary, these items are required visit events.