

Sample Visit Schedule

During the campus visit, the reviewers should meet with department faculty and staff as well as individuals in joint or related departments (or offering a joint majors). This may include those at the other Claremont Colleges. This allows the reviewers to get the fullest possible picture of the department under review.

The reviewers also should meet with students, and they may visit classes and see any significant resources, such as laboratories, workspaces, etc. Reviewers should have time to read or view student work, such as class projects, clinic papers or senior theses.

The department is responsible for scheduling the visit. A sample visit schedule can be found below:

Airport and hotel arrivals

6pm Dinner/welcome reception with the department (Off-Campus)

Day 1

8am Breakfast with review coordinator

9-9:45am Meeting with Dean Jeff Groves and Department chair/review coordinator (Dean's Office)

10am Class visits

11-11:45 Meeting with Jon Jacobsen, Associate Dean of Academic Affairs

12:00-1:30 Lunch with departmental faculty (Hoch-Shanahan)

1:45-2:30 Campus tour (Admissions), ending in department

2:30-3pm Tour of departmental facilities (faculty name)

3-3:45 Meeting with junior faculty in department (names, titles)

4-5pm Meeting with members of X department, on joint major (names, titles)

5:30-7pm Dinner with students (majors and joint majors)

Day 2

8am Breakfast and organizational session for review team members

9am Meeting with staff (names, titles)

10-10:45 Meeting with faculty involved in summer research (names)

11-11:45 Meeting with students who have taken core course(s)

12-1pm Lunch (Hoch-Shanahan)

1:15-2pm Lab/Class visit

2pm Final meeting with Dean Groves

3pm Closed session for review team

Hotel check out

Transportation to airport (insert name and contact info)

Review Coordinator Contact:

Name, Position

Office Location

Phone

Email

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