

### Checklist: Responsibilities of Department/Program for External Review

- Identify possible external and internal reviewers
- Identify possible dates for the review
- Prepare self-study
- Collaborate with Mike in creating an agenda
- Identify and reserve a conference room for reviewers to meet the various groups and, for larger groups, other rooms
- Send self-study to Mike by two weeks before the review
- Arrange transport of external reviewer(s) to and from airport (flight times and hotel on agenda)
- Arrange transport of external reviewer(s) from the hotel each morning
- Arrange coffee and light snacks for reviewers in their conference room
- Arrange lunches for all reviewers (external reviewer[s] plus one internal reviewer and one representative of the Graduate School) and students on first day of review (department/program pays for lunches)
- Arrange lunches for all reviewers (and anyone else designated to meet with reviewers on the agenda) on second day of review (department/program pays for lunches)
- Identify some faculty to dine with reviewers on the evening of the first review day (department and program administrators are welcome to dine with reviewers; various methods may be used to pay for dinner)
- Inform all groups scheduled to meet with reviewers of the time and place of their meetings
- Respond to the recommendations of the review report and identify priorities for resources needed to implement recommendations
- Send response document to college deans and meet with deans to discuss findings of review report and funding priorities
- Update list of funding priorities in response to meeting with deans and send Mike Carter the resulting response document at least 3 weeks before scheduled post-review meeting

