**Example Review Agenda (Fall 2021- For Virtual Reviews)**

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| Session | Participants | Time (ET) | Discussion Items | Zoom  |
|  **Monday** |
| Review organization | * Review team
 | **9:00-9:25** | * Overview of the review process
* Expectations and responsibilities
* How to write the report
* Scheduling details
 |  1 |
| College and University leadership | * Review team
* College Dean(s) and Associate Dean(s)
* Vice Chancellor and Dean of DASA
* Graduate School Dean
* Rep. from ORI
 | **9:30-9:55**  | Deans may:* Provide overview of college
* Discuss areas of concern for program

Reviewers may:* Ask questions about program, college, NC State
* Ask about priorities for college
 | 2 |
| Program administration | * Review team
* unit/dept chair/head
* Program directors
 | **10:00-10:45** | * Program overview, initiatives, strengths and areas for improvement, vision
 |  1 |
| Break | * Review team
 | **10:45-11:00** |   |  |
| Support staff | * Review team
* Assistant to the Head
* USC, GSC
* Others (pre-award, accounting, IT, etc)
 | **11:00-11:25** | * Quality of support for students and faculty
* Climate in the unit
* Service to students and faculty
 |  2 |
| Current students | ● Half of review team● grad students | **11:30-11:55** | * Experience in the program
* Perspectives
* Strengths and areas for improvement
 | 1 |
| * Half of review team
* ugrad students
 | **11:30-11:55** | 3 |
| Review team | ● Review team  | **12:00-12:30** | * debrief
 |  2 |
| Lunch break | * Review team
 | **12:30-1:30**  |   |  |
| Program faculty | ● Review team● Faculty (excluding head and program directors)  | **1:30-2:15**  | ● Program vision● Strengths and areas for improvement of program● Department climate● Specific needs of faculty● Communication within unit |  1 |
| Junior faculty | * Review team
* Untenured assistant professors
 | **2:20-2:45**  | ● Promotion and tenure● Mentoring● Relevant policies● Communication within unit |  2 |
| Break | * Review team
 | **2:45-3:15** |   |  |
| Professional faculty | * review team
* Professional faculty
 | **3:15-3:40** | * Mentoring
* Relevant policies
* Communication within unit
 | 2 |
| Review team meeting | * Review team
 | **3:45-5:30**  | * Discussion of findings, preparation of draft report
 | 1 |
|  **Tuesday, March 3**  |
| Review team  | * Review team
 | **9:00-9:25** | * Drafting report
 | 1 |
| Overview of research  | ● Review team● Interested faculty, including head and program directors | **9:30-9:55** | ● Research funding● Key focus areas of research● Training and support of graduate students● Research facilities/space● Recommendations for improvement | 2 |
| Break | * Review team
 | **10:00-10:15** |  |  |
| Review team | * Review team
 | **10:15-11:55** | Continue drafting report | 1 |
| Working lunch | * Review team
 | **12:00-12:55** | Finish drafting report | 2 |
| Exit meeting, College and University leadership  | * Review team
* College Dean(s) and Associate Dean(s)
* Dean of DASA
* Graduate School Dean
* Rep. from ORI
 | **1:00-1:45** | Review team presents tentative findings and recommendations and addresses any special concerns of deans | 1 |
| Exit meeting with program faculty | * Review team
* Faculty (with program directors and unit chair/head)
 | **2:00-2:45** | Review team presents tentative findings and recommendations | 2 |

Note: the meetings in the above agenda do not start before 9:00AM in an effort to accommodate reviewers joining the meeting from other time zones.