Program Review Team Checklist

Department will provide to Dean’s office at least five weeks in advance of visit:

☐ Self study
☐ Visit itinerary (see visit itinerary template)

Dean’s office will send to PRT one month before visit:

☐ Self-study and attached appendices.
☐ Program review guidelines, including writing the PRT report and travel information in the appendices.
☐ Visit itinerary, including important contact information.
☐ University map, 2010 Fact Book, and basic directory of campus information.
☐ University connectivity information.
☐ Program curriculum description.

Some reviewers may also want additional information or types of meetings scheduled:

☐ Faculty CVs and short bios with pictures
☐ Undergraduate Bulletin
☐ Course syllabi
☐ Website directory (important links)
☐ A faculty meeting with all faculty present.

The dean’s office can assist you in making all copies available.