



Cornell University Faculty Committee on Program Review

SCHEDULING THE EXTERNAL REVIEW TEAM (ERT) VISIT

In developing a schedule for the review team, it is worth keeping in mind that colleges are most interested in the present state of the department or program and whether future plans will be sufficient to maintain or improve quality. Review teams must respond to issues and questions from the Dean, thus the majority of time in each meeting should allow the team to ask questions and engage in discussions. It is important to help the ERT help you. Formal presentations should be kept to a minimum. You should assume that the review team has read the self-study materials, strategic plans, and has visited your website.

In most cases, the research of the faculty is well known. Education and outreach programs may be less well known. Cornell is paying increasing attention to the quality of its educational programs. External Review Teams should meet separately with undergraduate, graduate, and postdoctoral students. Consider having these meetings happen early in the visit, or at least allowing some meetings with faculty to follow these meetings. We are finding that students may raise issues that benefit from follow-up discussions with the faculty or department chairperson.

Colleges and the University are interested in the nature and quality of interactions between departments. Time should be allowed in the schedule for the review team to visit with faculty in other departments who have important relationships with your department. This includes faculty members in other departments doing work related to the interests of the department.

A proposed schedule for the review should be shared with the ERT ahead of the review to allow them to recommend changes. It is worthwhile developing a schedule early enough in the planning process to assess whether the time period for the review is sufficient for what needs to be accomplished.

A welcome dinner hosted by the department or college leadership is optional and may be scheduled the evening before the review begins.

Time should be allowed for:

- An initial meeting with college and university leadership to last one to one-and-a-half hours. Included in this meeting are the college deans, the dean of the graduate school, at least one representative of the FCPR, and a vice provost.
- A short on-site organization meeting of the review team immediately following the initial meeting with college administration.
- An initial meeting with the department chairperson.
- Work sessions for the review team. Evenings, or at least the evening before the last day, beginning with dinner, should not have scheduled meetings or social activities.
- An exit meeting with the department chairperson or a meeting with the department faculty.
- A closing session with the college leadership, provost's representative, dean of the Graduate School, and FCPR representatives to last one to 1.5 hours. This session should not include the department chairperson.