UTQAP Template

New Program Appraisal:

Appraisal Schedule

**University of Toronto**

[Faculty/Academic Division]  
[Department/Unit]  
[Program Proposed]

[Date of site visit, year]

**External reviewers:**

[List names, titles, affiliations]

The [Unit/Academic Division] is located at […].  
Your hotel is the [Hotel] at [address].

[Date]

|  |  |
| --- | --- |
| xxx–xxx am | Dean/appropriate Vice-Dean |
| xxx–xxx am | Departmental Chair and Graduate/Undergraduate Coordinator [as appropriate] |
| xxx–xxx am | Program Director |
| xxx–xxx | Meetings scheduled throughout the day with program faculty, students, and others as appropriate. |
| xxx–xxx | BREAKS  Schedule at least one 15-minute break in morning and afternoon sessions  Lunch, possibly as a working meeting (often used to meet students) |
| xxx–xxx  xxx–xxx | Representatives from cognate programs/divisions as appropriate  As requested, Chief Librarian |
| xxx–xxx | (for graduate programs) If requested by the Dean’s Office; Vice-Provost, Graduate Education, SGS |
| xxx–xxx | Appropriate Vice-Dean/Dean |
| xxx–xxx | If possible build in time for reviewers to discuss/start to write report |

Please call the person listed below if you need assistance or further information:

[Name, title, office: telephone]