

TEMPLATE

University of Missouri – St. Louis Five-Year Review of Administrative Unit
(Room)
(Date of Review)

Review Team Members

(External Reviewer), Title, Department, Organization
(Chair), Title, Department
(Member), Title, Department
(Member), Title, Department

Schedule

Day 1. (Day of the week), Date

(Time) External Reviewer Arrives (note who is to meet airplane, if appropriate)
(Time) Tour of Unit offices
(Time) Dinner at (restaurant and address)
External Reviewer, Team Chair, Vice Chancellor/Vice Provost

Day 2. (Day of the week), Date

8:00-9:15 Launch Meeting With Light Breakfast provided by Unit under review (see suggested agenda)
Review Committee, Vice Chancellors, and Unit Executive Staff

9:15-10:00 Review Committee Meets with Stakeholders (1)
(Names of Stakeholders attending)

10:05-10:45 Review Committee Meets with Stakeholders (2)
(Names of Stakeholders attending)

10:50-11:35 Review Committee Meets with Stakeholders (3)
(Names of Stakeholders attending)

11:40 - 2:00 Working Lunch (provided by Unit under review)
Review Committee

2:00-2:45 Review Committee Meets with Stakeholders (4)
(Names of Stakeholders attending)

2:45-3:00 Break

3:00-3:25 Review Committee Meets with Vice Chancellor

3:30-4:00

External Reviewer's Exit Interview with Chancellor

(Time)

(Note when External Reviewer leaves and when flight departs and who drives to airport, if appropriate)