

Graduate Program Review FAQ's

1. **How long is the review site visit?** The review will take place over two full days.
2. **Where will the review team stay?** Lodging will be coordinated for all reviewers at the Hyatt Place in downtown Riverside - 3500 Market St., 92501.
3. **Who is responsible for coordinating lodging and transportation for the review team?** All logistics will be arranged by the Academic Senate.
4. **What type of transportation will be provided for the review team to and from the airport?** The Academic Senate uses Super Shuttle for airport transport.
5. **Who provides transportation to and from campus?** The Graduate Council (Chair of the Review Subcommittee) and the program share this responsibility. Specific drop off and pick up notes will be included on the review schedule.
6. **Can the program host a dinner for the review team, or can groups of faculty take the review team to dinner?** Departmental and/or faculty-hosted dinners for the review team are not permitted.
7. **What types of events can be hosted for the review team?** There is time held on the schedule (4:00-5:00pm on the first day of the review) for an optional program hosted reception. No other events are allowed.
8. **What are the requirements for the optional reception?** Graduate Council requires that the reception be on campus and invitations must be extended to faculty and graduate students.
9. **What types of materials are provided to the review team?** All material is provided to the review team in an electronic binder (eBinder). The eBinder is reviewed by the program prior to it being distributed to the review team. eBinder material is provided by the program, Graduate Division and the Office of Strategic Academic Research and Analysis (SARA). The program may not provide the review team with any material outside of what is in the eBinder, or which has not been vetted first by the Graduate Council review subcommittee.
10. **Who provides meals for the review team?** A complimentary breakfast is provided by the Hyatt. Lunches on both days are provided by the Senate. Reviewers are on their own for dinner; however, they will be reimbursed by the Senate for any meals they purchase (minus alcohol). The program may provide drinks and snacks for the review team while they are in the department.

11. **When will the review team be in the department?** The review team will visit the department after lunch on the first day of the review and spend the remainder of the day there. On the second day of the review, the review team will begin their morning in the department and will leave at noon for a working lunch in the Senate. The remainder of day two will be spent in the Senate.

12. **How should meetings with faculty and students be scheduled with the review team?** The program will be given blocks of time on both days to schedule faculty and student meetings with the review team. The Graduate Council Analyst will send a schedule to the program at least one month prior to the review indicating these blocks of time. Meetings can be scheduled at the program's discretion within the specified blocks of time. As an example, some programs schedule short 20 minute meetings with individual faculty and students and other programs schedule longer meetings with groups of faculty and students.

The Graduate Council requires that the program schedule separate student meetings with the review team without faculty present. Students should be given the same amount of access to the reviewers as the faculty.

13. **Who else does the review team meet with while they are here?** The review team will also meet with the Graduate Council review subcommittee, college Dean, Graduate Division Dean, and program leadership (Chair and Graduate Advisor). There will also be a lunch with Chairs of closely related graduate programs on the first day. These Chairs are selected by the program leadership and are invited by the Graduate Council Analyst.