This is a suggested schedule for an Initial Accreditation visit under the 2013 accreditation standards. Because of administrative differences among business schools, the participants and titles listed in this schedule may differ. The school should work with the peer review team chair to develop a coordinated schedule for the visit.

|  |  |
| --- | --- |
| **Day One** | **Team** |
| 17.30  | Peer Review Team meeting at hotel | PRT |
| 19.30  | Dinner leadership team/accreditation team  | Deans, Vice Deans, Department Chairs, Accreditation Team |
| **Day Two** | **Team** |
| 7:30  | Breakfast and campus tour  | Pro Vice Chancellor and Dean |
| 8.30  | Introduction to business school staff, overview of base room | Dean, Accreditation Coordinator |
| **Strategic Planning:** |
| 9:00 | Meeting with business school leadership team to discuss strategic planning, financial strategies | Deans, Vice Deans, Department Chairs |
| 9:45 | *BREAK* |
| **Curricula Management/Assurance of Learning:**  |
| 10:00 | Undergraduate Program Directors | Undergraduate Program Directors, Members of Faculty Learning & Teaching Committee and First Year Advisors |
| 10:45 | Graduate Program Directors | Graduate Program Directors, Members of Faculty Learning & Teaching Committee |
| 11:30 | *BREAK* |
| 11:45 | *Parallel session* | Student Admissions, Career Advisors, Professional staff and administrative support staff |
| Student admissions, professional staff and administrative support staff | Career Advisors on student enrichment opportunities/activities  |
| 12:15 | *Working Lunch*  |
| 13:15 | *Parallel session* | Selected undergraduate and postgraduate students  |
| Undergraduate Students | Postgraduate Students |
| **Assurance of Learning:**  |
| 14:00 | Meeting with Dean of Learning & Teaching on Assurance of Learning processes | Dean, Learning & Teaching  |
| 14:45 | *BREAK* |
| **Faculty Management and Support:**  |
| 15:00 | *Parallel session* | Selected Associate Professor, Professorial, Lecturer and Senior Lecturer Staff |
| Faculty meeting-Associate Professor and Professorial Staff | Faculty meeting-Lecturer and Senior Lecturer Staff  |
| 15:45 | Meeting with Head of International Relations and key staff on internationalization | Head of International Relations and selected staff |
| 16:45  | *BREAK/depart to hotel* |
| 17:30-19:30 | Cocktail hour and dinner with strategic advisory group, industry partners and alumni network representatives  | Strategic Advisory Group, Selected Industry Partners, Alumni Network Representatives  |
| **Day Three** | **Team** |
| 7:30 | PRT Breakfast at Hotel | PRT Members |
| 8:30  | Presentation on engaging with industry for student learning outcomes | Dean, Dean-Learning & Teaching, Professional Development Coordinator, Program Director and other selected staff |
| 9:15 | Meeting on alumni engagement | Director-Alumni Relations, Alumni Relations Coordinator |
| 10:00  | *BREAK* |
| 10:15 | Meeting with research committee and research center directors | Dean-Research, Research Center Directors, Selected members of the Research Committee |
| 11:00 | Meeting on resources and administration  | Business School Senior Advisors: Group Resource Manager, Marketing Manager, HR Advisor, Business Development Manager, Academic Services Offer, Manager of Strategic Initiatives  |
| 11:45 | *Lunch with the Dean of Research, Pro Vice Chancellor, Academic Dean, Advisor of Quality and International Accreditation*  |
| 13:00  | Time for PRT to work on report |
| 14:30  | *Travel to off-site campus (if applicable)* |
| 15:00 | Tour of off-site campus | Off-campus administration |
| 16:00 | Meeting with off-campus administration | Off-campus administration  |
| 17:00  | *Depart off-site campus for hotel; PRT dinner alone at hotel* |
| **Day Four** | **Team** |
| 7:30 | PRT breakfast at hotel | PRT members |
| 8:30 | Debrief with Dean, Vice Deans | Deans, Vice Deans |
| 9:30  | Exit interview with Vice Chancellor and Deputy Vice Chancellor (or equivalent) | Vice Chancellor, Deputy Vice Chancellor (or equivalent) |
| 10:30  | PRT depart or finalizing report |