**Sample Department Review Schedule**

**Evaluator:** Marion Reimann (mreiman18@qwerty.edu or Cell 555-123-4567)

**Evaluator:** Frederick Gustafson (fgust25@qwerty.edu or Cell 555-765-4321)

**Sunday, October 9**

2:30 p.m. Arrive at Minneapolis airport; Tom Keenan, Associate Professor of Linguistics, will meet you

4:00 p.m. Arrive at the campus Guest House.

4:30-5:30 p.m. Tour Linguistic Department facilities in Storkson Hall followed by a brief campus tour with Elizabeth Lewis, Assistant Professor of Linguistics

5:30-6:30 p.m. Open time for evaluators

6:30-8:00 p.m. Dinner with Linguistics Department colleagues Gilbert Broden, Assistant Professor, and Ann Serrano, Associate Professor (Lone Star BBQ and Grill)

**Monday, October 10**

8:00-9:00 a.m. Breakfast with Professor Susan Smith, Linguistics Department Chair (She will meet you at the Guest House and walk to the Gustavus Market Place)

9:00-9:30 a.m. Meet with Dean Loren Sorenson (Carlson Admin Building, Room 221)

10:00-10:20 a.m. Chapel is optional

10:30-11:30 a.m. Meeting with faculty from related departments and interdisciplinary programs (Storkson Hall, Room 198)
Emmett Davis, Chair, Philosophy Department
Kasia Mazur, Chair, Computer Science Department
Helena Brink, Chair, Psychology Department
Emily Lin, Director, Asian Studies Program
Charles Hinton, Director, African and African American Studies Program

\*\*Note: Unless otherwise indicated, meetings with faculty are scheduled for Storkson Hall, Room 198

11:30-Noon Jill Marshal, Associate Professor and College Assessment Director

Noon-12:30 p.m. Ann Serrano, Associate Professor (escort to Jackson Student Union)

12:30-1:30 p.m. Lunch/Open time for evaluators (Gustavus Market Place)

2:00-2:30 p.m. Marie Fordyce, Assistant Professor (escort from Jackson Student Union)

2:30-3:00 p.m. Elizabeth Lewis, Assistant Professor

3:00-3:30 p.m. Gilbert Broden, Assistant Professor

3:30-4:00 p.m. Conversation with student majors (Storkson Hall, Room 134)

4:00-5:00 p.m. Open time for evaluators (Guest House or Library)

5:30-7:00 p.m. Dinner with Linguistics Department colleagues Marie Fordyce, Assistant Professor, and David Kim, Associate Professor (Whiskey River Emporium)

7:00 p.m. Open time for evaluators (Guest house or Library)

**Tuesday, October 11**

8:00-9:00 a.m. Breakfast with Professor Susan Smith, Linguistics Department Chair; she will meet you at the Guest House (Gustavus Market Place)

9:00-10:00 a.m. Review/discussion time for evaluators (Guest House or the Library)

10:00-10:20 a.m. Chapel is optional

10:30 a.m.-12:00 p.m. Review/discussion time for evaluators (Guest House or the Library)

12:00-1:00 p.m. Lunch with students who are linguistics majors (Anna Brandt ’15, Braydon Schmidt ’16, Rayna Schultz ’16, and Landon Fischer ’17) (Gustavus Market Place)

1:00-2:00 p.m. Exit interview with Provost Lucy Thomen, Dean Loren Sorenson, and Chair Susan Smith. (Provost’s Office Conference Room)

2:00 p.m. Leave for the airport; Tom Keenan will meet you at the Provost’s Office for departure to the Minneapolis airport