

PROGRAM SELF-STUDY SITE VISIT

PREPPING AND LOGISTICS

Is it time for
your self-study?

Check [here](#)
before proceeding.

Prepping for the Site Visit

ONE YEAR PRIOR

- Begin engaging the department in writing the self-study.
- Review dashboards for relevant data and request additional data from IRDS (Michael Ayers).
- Initiate conversations with possible external evaluators.

ONE TO TWO SEMESTERS PRIOR

- Submit the self-study draft for review.
- Finalize external evaluators and have them complete their vendor registration via CUNYBuy.
- Select a date for the site visit.

TWO MONTHS PRIOR

- Submit the lunch order form to the Office of Institutional Effectiveness (OIE).
- Reserve hotel rooms (if applicable) for evaluators.*

ONE MONTH PRIOR

- Share the self-study report with external evaluators.
- Share the evaluator's report template, along with other necessary documents (from OIE), with all external evaluators.

ONE WEEK PRIOR

- Meet with OIE to review details of the site visit.

TWO WEEKS AFTER

- Receive the external evaluators' report.

SITE VISIT LOGISTICS

Breakfast† — External evaluators are reimbursed for individual breakfasts (**no schoolwide breakfast is provided**).

Transportation to and from campus — Evaluators are reimbursed by OIE (arranged by the evaluator).

Lunch — Provided by OIE; includes sandwiches, coffee, and snacks.

Dinner† — External evaluators are reimbursed for individual dinners (**no schoolwide dinner is provided**).

*If applicable, hotel reservations will be arranged and paid for by the Office of Institutional Effectiveness.

†Departments may choose to use their own funds to cater a departmental breakfast or dinner.