

Tasks to be completed by the site visitors

- Receive and accept UPRA letter of confirmation to be a site visitor.
- Review Academic Program Review Online Manual: provost.asu.edu/academic-program-review
- Email a copy of CV or resume to UPRA Office: apr@asu.edu
- Make flight arrangements if applicable. Return flights should not be scheduled prior to 7 p.m. on the second day of the site visit.
- Receive confirmation of visit logistics from the unit under review.
- Email a copy of your travel/flight itinerary to the unit under review and to apr@asu.edu.
- Receive an invitation to view APR documents from the UPRA office (Google folder or Dropbox folder.)
- Review APR documents prior to the site visit.
- Visit and attend all meetings, interviews, tours, and other activities at ASU for the two-day site visit.
- Collaborate with other site visitors during the ASU visit to begin drafting the site visit report (Appendix 7A.)
- After the visit, send all original travel receipts and the completed Reimbursement Claim Form to the unit under review.
- Finalize site visit report (Appendix 7A.)
- Approximately three weeks after the visit, please submit final site visit report to the UPRA Office: apr@asu.edu
- Complete, sign and email the Site Visitors Signature Page (Appendix 7B) to the UPRA Office (may be combined with the report.)
- Receive confirmation of receipt of documents letter from the UPRA Office.
- Receive honorarium and expense reimbursements.