

Note: Blue text indicates proposed revisions by Ryan Contreras. This revision refers to page 23 of the [Guidelines for Review of Graduate Programs](https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/gpr_guidelines-sept-2017-0.pdf). ~~(link to https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/gpr_guidelines-sept-2017-0.pdf)~~

From the current Guidelines for Review of Graduate Programs:

The schedule and agenda of the site visit will be developed by the Graduate School in consultation with the director of the program being reviewed. Arrangements for scheduling participants and for locating space are the responsibility of the program in consultation with the Graduate School.

- i. ONE TO THREE TERMS IN ADVANCE OF THE REVIEW-◆
 - Program nominates external reviewers (3 academic peers/3 employers) and forwards names and contact information to Graduate School Dean, including:
 - Complete name & title
 - ~~Address~~
 - ~~Telephone number(s)~~
 - ~~Email address~~
 - ~~Website~~
 - Program forwards site visit "black-out" dates (and preferred dates) to Graduate School Dean.
 - ~~Establish available dates with internal and external reviewers, dean(s), and other key personnel.~~
 - Graduate School Dean establishes date of site visit and the Graduate School communicates the date to the program, internal and external reviewers, dean(s), and other key personnel.
 - Program arranges external reviewers' travel, lodging and payment of any honorarium, as necessary.
 - Program works with Graduate School Dean to establish site visit agenda.
 - Program is responsible for scheduling site visit for participants, facility tours, locating space for the meetings and for arranging meals and refreshments for the site visit.