



Sample Vice Provost Itinerary

Primary Point of Contact:

Name:

Phone Number:

Email:

Day, Date

| Time | Meeting | Location | Contact Person |
|-------|------------------------------|--|--|
| 4:00P | Check-In | Name of Hotel Link to website Address Hotel Phone # | Search Committee Chair escort to and from Dinner |
| 6:00P | Dinner with Search Committee | Name of Restaurant | |

Day, Date

| Time | Meeting | Location | Contact Person |
|----------------|---|--|--|
| 7:00A – 8:15A | Breakfast with Search Committee Members | Name of Hotel | TBD (escort to Building/Room #) |
| 8:30A – 9:25A | Meet with Staff | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 9:30A – 10:30A | Meet with Dean Introduction by TBD | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 10:45 – 11:45A | Meet with Academic Council Introduction by TBD | Building / Room # Link to Building on Campus Map | TBD (escort to Madison Grill) |
| 12:00P – 1:30P | Lunch with Provost | Madison Grill http://www.campusdish.com/en-US/CSMA/JMU/Locations/MadisonGrill.htm | TBD (escort to Building/Room #) |
| 1:30P – 2:00P | Meet with Jon Alger, President http://www.jmu.edu/president/president-jonathan-alger/alger-bio.shtml | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 2:00P – 3:00P | Meet with Jerry Benson, Provost http://www.jmu.edu/acadaffairs/provost.html | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 3:15P – 4:30P | Public Talk | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 4:30P – 5:30P | Faculty Drop-In | Building / Room # Link to Building on Campus Map | TBD (escort to Name of Restaurant) |
| 6:15P | Dinner with Department Heads | Name of Restaurant | TBD (escort to Hotel) |

Day, Date

| Time | Meeting | Location | Contact Person |
|-----------------|-------------------------------|--|--|
| 7:30A – 8:45A | Breakfast with Development | Name of Restaurant | TBD (escort to Name of Restaurant) |
| 9:00A – 9:45A | Sponsored Programs | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 10:00A – 10:55A | Meet with Unit Heads | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 11:00A – 11:45A | Compliance Meeting | Building / Room # Link to Building on Campus Map | TBD (escort to East Campus Dining Hall) |
| 12:00P – 1:15P | Lunch with Students | East Campus Dining Hall http://www.jmu.edu/map/buildings/ECDH.shtml | TBD (escort to Building/Room #) |
| 1:30P – 2:30P | Director, Technology Transfer | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 2:45P – 3:45P | Faculty Research Council | Building / Room # Link to Building on Campus Map | TBD (escort to Building/Room #) |
| 4:00P-5:00P | Search Committee | Building / Room # Link to Building on Campus Map | TBD (escort to Airport) |