



Sample Dean Itinerary

Primary Point of Contact:

Name:

Phone Number:

Email:

WEDNESDAY, MARCH 20

Time	Meeting	Location	Contact Person
6:00P	Check-In	Name of Hotel Link to website Address Hotel Phone #	

THURSDAY, MARCH 21

Time	Meeting	Location	Contact Person
7:00A – 7:45A	Breakfast with Search Committee Members	Name of Hotel	Professor (escort to Building/Room #)
8:00A – 9:00A	Meet with Search Committee (Provide presentation materials for a/v set-up during Open Faculty Forum)	Building / Room # Link to Building on Campus Map	Associate Dean (escort to Building/Room #)
9:30A – 10:30A	Meet with Leadership Council Introduction by Associate Dean Chairs, Directors, and Associate Deans	Building / Room # Link to Building on Campus Map	Professor (escort to Building/Room #)
11:00A – 12:00A	Meet with University Advancement Introduction by Asst. VP for Development VP, University Advancement	Building / Room # Link to Building on Campus Map	Asst. VP for Development (escort to Madison Grill)
12:15P – 1:30P	Lunch with Associate Deans	Madison Grill http://www.campusdish.com/en-US/CSMA/JMU/Locations/MadisonGrill.htm	Professor (escort to Building/Room #)
2:00P – 3:15P	Open Faculty Forum Introduction by Associate Dean 30-minute Presentation by Candidate 60-minute Faculty Interaction	Building / Room # Link to Building on Campus Map	Associate Dean (escort to Building/Room #)
3:30P – 4:30P	Meet with Interim Dean	Building / Room # Link to Building on Campus Map	Professor (escort to Name of Hotel)
5:00P – 6:00P	BREAK	Name of Hotel	Student Representatives (escort to Wilton House)
6:30P	Dinner with Student Representatives	Joshua Wilton House http://joshuawilton.com/	Student Representatives (escort back to hotel)

FRIDAY, MARCH 22

Time	Meeting	Location	Contact Person
7:00A – 7:45A	Breakfast with Search Committee Members Professors	Name of Hotel	Professor (escort to Building/Room #)
8:00A – 8:45A	Student Leadership	Building / Room # Link to Building on Campus Map	Student Representative (escort to Alumnae)
9:00A – 9:30A	Meet with Jon Alger, President http://www.jmu.edu/president/president-jonathan-alger/alger-bio.shtml	Building / Room # Link to Building on Campus Map	
9:30A – 10:30A	Meet with Jerry Benson, Provost http://www.jmu.edu/acadaffairs/provost.html	Building / Room # Link to Building on Campus Map	Student Representative (escort to Building/Room #)
11:00A – 12:00A	Meet with Dean’s Office Staff Introduction by student representatives	Building / Room # Link to Building on Campus Map	Dean (escort to Lunch)
12:00P – 1:30P	Lunch with Academic Deans Hosted by Dean, CVPA	East Campus Dining Hall http://www.jmu.edu/map/buildings/ECDH.shtml	Dean, CVPA (escort to Building/Room #)
2:00P – 2:30P	BREAK	Building / Room # Link to Building on Campus Map	
2:30P-3:30P	Meet with Executive Advisory Council	Building / Room # Link to Building on Campus Map	Student Representative (escort to Building/Room #)
3:30-4:30P	Open Student Forum Introduction by Student Representative 60-minute Student Interaction	Building / Room # Link to Building on Campus Map	Student Representative (escort to Building/Room #)
5:00P-6:00P	Meet with Search Committee Light Reception	Building / Room # Link to Building on Campus Map	Professor (escort to Name of Hotel)
6:00P – 7:15P	BREAK	Name of Hotel	Professor (escort to dinner)
7:30P	Dinner with Search Committee Members	Chop and Grill House http://www.localchops.com/	Search Committee Members (escort to Name of Hotel)

SATURDAY, MARCH 23

Time	Meeting	Location	Contact Person
8:30A – 9:45A	Breakfast with Search Committee Member	East Campus Dining Hall http://www.jmu.edu/map/buildings/ECDH.shtml	Search Committee Member
10:30A	Meeting with Local Realtor Office: (540) 555-5555 Cell: (540) 555-5555	Realtor Company and Website	