**Arkansas State University**

**Programmatic Accreditation**

**Internal Timeline Worksheet**

***This document should be submitted to the Provost, Provost’s Executive Assistant, and Assistant Vice for Assessment and Accreditation at least 360 days in advance of the self-study deadline.***

**Program/s Name/s:**

**Accreditation Organization:**

**Person leading self-study:**

**Members of self-study committee:**

**Do you plan to hire a consultant?**

**If yes, when will you hire the consultant?**

**How will the self-study be delivered to the accreditor?**

* **Printed copy**
* **Document attachment to an email**
* **Online assurance argument system**
* **USB drive**
* **Other, please describe:**

|  |  |
| --- | --- |
| **Timeline Milestones** | **Timeline Dates** |
| What is the approximate date for the self-study? | Due date for self-study is:  |
| What is the approximate date for site visit? | Approximate site visit date is: |
| Recommended but not required: At least 360 days prior to self-study submission deadline, develop self-study committee | Develop self-study committee by:  |
| 30 days prior to submission deadline: all candidacy or initial accreditation applications (if applicable) to Provost, Provost’s Executive Assistant, and AVC for Assessment and Accreditation | Submit candidacy or initial accreditation application by: |
| 30 days prior to self-study deadline: self-study (or login to assurance system) and a two-page summary of strengths and concerns must be submitted to Provost, Provost’s Executive Assistant, and AVC for Assessment and Accreditation | Draft of self-study report to Academic Affairs by:  |
| Within 30 days prior to site visit: the self-study director, program director, department chair, associate dean, and dean will meet with the Provost and AVC for Assessment and Accreditation to review the accreditation process.  | Set meeting/s by: Meeting date/s:  |
| 14 days prior to site visit: establish site visit itinerary and send to Provost, Provost’s Executive Assistant, and AVC for Assessment and Accreditation (Outlook meeting invitations would be appreciated). | Send itinerary to Academic Affairs by:  |
| 14 days within the deadline: Rejoinder or confirmation of fact correspondence emailed to Provost, Provost’s Executive Assistant, and AVC for Assessment and Accreditation | Send rejoinder/confirmation of fact to Academic Affairs by: |
| Within 14 days of receiving accreditor’s report and formal letter  | Send report and letter to Academic Affairs |

The accreditor may establish an ad hoc process for interim monitoring or make recommendations that should be implemented. A timeline for those situations will be identified during the rejoinder process or after accreditor’s final letter is received.