Review Procedures for Specialized and Professional Association Accreditation

Accreditation or recognition by specialized and professional associations serves as evidence of the quality of VSU’s academic programs and faculty. To ensure that reaffirmations have input from many stakeholders and adequate preparation and review time, academic program coordinators are encouraged to follow these general procedures.

### Department
- **Assemble Draft**
  - Dean or Dept. Head appoints faculty committee to prepare self-study.
  - Develop a realistic timeline for report completion and review.
  - Self-study committee obtains data and documentation from on-campus departments such as Institutional Research, Data Warehouse, Registrar, Financial Services, Institutional Effectiveness, and Extended Learning.
  - Send draft to Assistant or Associate Dean.

### Assistant/Associate Dean
- **Review**
  - Review draft and provide edits to department.

### Department
- **Revise**
  - Incorporate edits and send to Dean.

### Dean
- **Review**
  - Review final document and reply with edits.

### Department
- **Revise**
  - Incorporate edits and send to Institutional Effectiveness.

### Institutional Effectiveness
- **Review**
  - Review final document and reply with edits.

### Department
- **Revise**
  - Incorporate edits and send to Provost and VPAA.

### Provost and VPAA
- **Review**
  - Review and sign any forms to accompany submission.

### Department
- **Submit**
  - Submit to accreditor by deadline.

### Accreditor
- **Wait**
  - Off-site review.

### Department
- **Plan**
  - Contact Academic Affairs as soon as on-site visit dates are confirmed.
  - Prepare a budget with anticipated expenses (lodging, travel, review fee, etc.) – applying department or college funds first – and send to Academic Affairs.
  - Develop on-site visit agenda. Schedule individual meetings, as needed, for visiting committee with students, alumni, faculty, Dean, VPAA, etc.
  - Reserve on-campus meeting rooms.
  - Reserve off-campus lodging if needed.
  - Set up a conference room or workroom for visiting committee members with a computer, wireless access, printer, office supplies, etc.
  - Host successful on-site visit. Celebrate and share good news!
  - Email scan of final decision letter to Academic Affairs and Institutional Effectiveness when received.
  - Send follow-up responses or reports, as required, to accreditor.