

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.

<u>Department</u>	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 Strategic Research and Analysis, Data Warehouse, Registrar, Financial Services, Institutional Effectiveness, and eLearning.
Assistant/Associate Dean	Project	·Send draft to Assistant or Associate Dean. ·Review draft and provide edits to department.
Department	Review	·Incorporate edits and send to Dean.
\checkmark	Revise	
Dean V	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.
∀ <u>Department</u>	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.
	Host	 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.
Office of Acadomic Affairs		Povised Aug. 10, 2022

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