

Specialized Accreditation Checklist: Provost's Office Review and Participation

Please use the checklist and timeline below to ensure that you obtain review of all specialized accreditation reports and follow-up correspondence by the provost's office. Review is required regardless of whether the president's or provost's signature is needed. Instructions for securing participation of the president, provost, and/or vice provost for academic initiatives (VP AI) are noted below.

Step Required	Timeline
<p>Request participation by the president, provost, and/or VP AI and communicate re: report due date, visit dates, and any other key dates. To request scheduling, please email vpai@uidaho.edu.</p>	<p>Please provide <i>as much advance notice as possible</i>. Note that a request made less than two months prior to an accreditation campus visit may make it impossible to schedule the required participation.</p>
<p>Send additional scheduling requests, schedule changes, and updates to vpai@uidaho.edu.</p>	<p>Please send updates <i>as soon as possible</i> to ensure that calendars are adjusted or that an alternate solution is established if needed.</p>
<p>Request any needed information from Institutional Research (IR) by contacting Wes McClintick.</p>	<p><i>As early as possible.</i></p>
<p>Provide a near-final draft of the report to the accreditor by emailing a <i>Word document</i> version to vpai@uidaho.edu.</p>	<p><i>By three weeks prior to the due date, at latest,</i> and earlier if possible.</p>
<p>Invite the president, provost, and/or VP AI to related events, e.g., showcases of students' work.</p>	<p><i>As early as possible.</i></p>
<p>Reach out with any questions and/or concerns to vpai@uidaho.edu.</p>	<p><i>As soon as you're aware,</i> though you're welcome to compile a single set of questions, rather than sending questions individually, if that approach is feasible for you in drafting your report and preparing for the accreditor's visit.</p>