

## ALA Accreditation Cycle Timeline Synopsis

### 24 months before the review visit

0. Program seeking initial accreditation sends letter of intent to the Office for Accreditation (OA)
1. OA reminds accredited programs scheduled for reviews
2. Institution CEO (president/chancellor) requests review
3. Program sends letter confirming visit & focus, giving three sets of possible dates for visit

### 18 months before the visit

4. Committee on Accreditation (COA) appoints external review panel (ERP) chair
5. OA confirms ERP chair appointment and visit dates with program
6. OA sends letter of instruction to ERP chair
7. OA sends letter to program describing working relationship among the OA director, ERP chair and program dean

### 12 months before the visit

8. Program submits plan for program presentation to OA director and ERP chair
9. OA director, ERP chair and program review the plan through a conference call
10. OA proposes panel members to COA; COA appoints ERP members
11. OA proposes panel members to program and to ERP chair
12. Program reviews proposed ERP and notes any conflicts of interest
13. ERP members/chair submit signed conflict of interest forms to OA
14. OA repeats steps 12 – 14 until a complete panel is established
15. OA confirms final panel to program and ERP (summary sheet with roster and important dates)
16. ERP chair, members, and program review the AP3 manual and Standards for Accreditation

### 4 months before the visit

17. Program submits draft program presentation to OA director and ERP chair
18. OA director, ERP chair and program review the draft program presentation through a conference call
19. ERP chair begins planning the evaluation process, tentative assignments, and schedules for the review

### 6 weeks before the visit

20. Program submits final program presentation to ERP (1 copy to chair and each member), and OA (15 copies along with 1 declaration form)
21. ERP chair and program arrange visit agenda and travel details
22. ERP chair assigns responsibilities to panel members

### 4 weeks before the visit

23. ERP members complete pre-visit assignments
24. ERP chair provides schedule of activities

### Visit

25. ERP meets with faculty, students and others during evaluation review

### 3 weeks after the visit

26. ERP chair submits draft ERP report to program, OA director, and ERP members
27. ERP members who incur expenses submit reimbursement forms to OA; OA processes reimbursements and invoices program

### 4 weeks after the visit

28. Program submits any corrections to OA director and ERP chair, or notifies them that there are no corrections

### 5 weeks after the visit

29. ERP chair submits final panel report to program and OA director

### 6 weeks after the visit

30. ERP members complete and submit peer evaluation forms to OA
31. Program submits response (optional) to OA director
32. ERP chair sends final ERP report and program response to panel

### Month prior to the COA meeting

33. OA sends program presentation, ERP report and program's response to COA
34. OA notifies ERP chair and program dean/director of COA's meeting agenda

### COA meeting

35. Head of program and ERP chair meet with COA at ALA Annual Conference (spring reviews) or ALA Midwinter Meeting (fall reviews)

### Week following conference

36. OA sends COA decision document to program
37. OA notifies ALA/CLA Executive Directors of the COA decisions

### 2 weeks after COA meeting

38. OA sends COA decision document to ERP and institution's CEO
39. OA sends press release to PIO and American Libraries announcing accreditation decisions