

**UTMB
Reaffirmation of Accreditation Timeline**

Event	Dates	Notes
Compliance Certificate Online; external review (Public Site)	Thursday, August 2, 2007	Public Site available for outside reviewers.
Review and approval of cover, instruction sheet and signature page secured. See text box below.	Friday, August 10, 2007	Hard copies of school and institutional <u>Bulletins</u> needed
Last date for last minute editing or source documentation submittal	Friday, August 10, 2007	Document goes into production after this date
Hard Copy of Compliance Certificate completed, error checked, formatted, signed and duplicated	Production: Monday, August 13 - Friday, September 7	Must produce hard copies for each member of off-site team; COC copies and local copies. No support docs.
Compliance Certificate Online.	Monday, September 3, 2007	
Compliance Certificate Due¹	Monday, September 10, 2007	See box below
Off-Site Peer Review Conducted	November 5-8, 2007	Technical Contact on call.
Report of the Off-Site Review delivered to institution	November 19-23	OIE and CAO will coordinate the development of the Focused Report. The specific areas found in non-compliance will provide additional documentation/explanation.
Focused Report Completed and Reviewed.	Friday, December 14, 2007	
Quality Enhancement Plan Completed and Reviewed. <i>In production and duplication.</i>	Friday, December 14, 2007	Will have to be completed for Dr. Goldstein's visit.
Preliminary visit by Dr. Goldstein, chair of On-site review committee.	January 24-25 th , 2008.	See "Role of the Chair during a preliminary visit to the On-site review."
Quality Enhancement Plan Due	Monday, January 14, 2008	Six weeks in advance of the on-site visit
Focused Report Due	Monday, January 14, 2008	Six weeks in advance of the on-site visit
On-Site Peer Review Conducted	February 26-28, 2008	Logistics for this event must be completed well before Dr. Goldstein visit six weeks prior.
Draft Report of the On-Site Review delivered to institution	March 24 – April 7 2008 (3 – 5 weeks after visit)	3 – 5 weeks after On-Site Review; Institutional review for factual accuracy.
Institutional response to recommendations	Date to be set by Commission on Colleges	Response to substantive recommendation raised and QEP recommendations.
Review by Commission on Colleges	December 5-8, 2008	

Schedule to be updated August 15, 2007

¹To include:

- Original signed Compliance Certificate – No supporting documentation
- School Catalogs
- Updated "Institutional Summary Form prepared for Commission Review"
- UTMB Organizational Chart
- Audit and Management materials for finance reviewer (if available)

For Electronic Supporting Documentation

- Clear access directions, passwords, etc.
- Name of Technical Contact and contact information
- Name and Contact who can provide hard copies on request

Office of Institutional Effectiveness