

TEAC's Accreditation Process at a Glance

| Steps | Program faculty actions | TEAC actions |
|--|---|--|
| 1. Application | Program faculty prepares and submits on-line application and sends membership fee. | TEAC staff consults with the institution and program faculty; TEAC accepts or rejects application (on eligibility requirements) and accepts or returns fee accordingly** |
| 2. Formative evaluation | <ul style="list-style-type: none"> • Program faculty attends TEAC workshops on writing the <i>Inquiry Brief</i> or <i>Inquiry Brief Proposal</i> (optional) • Program faculty submits draft of the <i>Brief*</i> with checklist | <ul style="list-style-type: none"> • TEAC staff reviews draft <i>Brief</i> or sections for coverage, clarity, and auditability and returns drafts for revisions and resubmission as needed • If appropriate, TEAC solicits outside reviews on technical matters, claims, and rationale** |
| 3. <i>Inquiry Brief</i> or <i>Inquiry Brief Proposal</i> | <ul style="list-style-type: none"> • Program faculty responds to TEAC staff and reviewers' comments** • Program submits final <i>Brief</i> with checklist | <ul style="list-style-type: none"> • TEAC declares <i>Brief</i> auditable and instructs program to submit final copies of <i>Brief</i> • TEAC accepts <i>Brief</i> for audit and submits it to the lead auditor for instructions to audit team |
| 4. Call for comment | Program faculty distributes call-for-comment letter to specified parties | TEAC places program on TEAC website's "call-for-comment" page |
| 5. Survey | Program sends email addresses for faculty, students, and cooperating teachers. | TEAC electronically surveys the faculty, students, and cooperating teachers who send their responses anonymously to TEAC through a third-party vendor. |
| 6. Audit | <ul style="list-style-type: none"> • Program faculty submits data for audit as requested • Program faculty responds to any clarification questions as needed • Program faculty receives and hosts auditors visit (2-4 day) • Program faculty responds to draft audit report** | <ul style="list-style-type: none"> • TEAC schedules audit and sends <i>Guide to the Audit**</i> • Auditors verify submitted data and formulate questions for the audit • Auditors complete visit to campus • Auditors prepare audit report and send to program faculty • TEAC staff responds to program faculty's comments about the draft audit report** • Auditors prepare final audit report and send it to program faculty, copying state representatives when appropriate |
| 7. Case Analysis | Faculty responds to accuracy of case analysis (optional) | <ul style="list-style-type: none"> • TEAC sends the <i>Brief</i>, audit report, and faculty response to panel members. • TEAC completes case analysis and sends to program and panel members |
| 8. Accreditation Panel | <ul style="list-style-type: none"> • Program representatives attend the panel meeting (optional) • Program faculty responds (within 2 weeks)** | <ul style="list-style-type: none"> • Panel meets to make accreditation recommendation • TEAC sends Accreditation Panel report to program faculty • TEAC staff responds to program faculty as needed** • Call-for-comment announced via email and website |
| 9. Accreditation Committee | | <ul style="list-style-type: none"> • TEAC sends <i>Brief</i>, reviewers' comments (if applicable), audit report, case analysis, and Accreditation Panel Report for decision • Accreditation Committee meets to accept or revise the Accreditation Panel recommendation • TEAC sends Accreditation Committee's decision to program |
| 10. Acceptance or appeal | Program faculty accepts or appeals TEAC's decision (within 30 days)** | <ul style="list-style-type: none"> • If the decision is to accredit and the program accepts the decision, TEAC announces the decision and schedules the annual report • If the decision is not to accredit and the program appeals, TEAC initiates its appeal process |
| 11. Annual Report | Program faculty submits annual report and fees to TEAC** | TEAC reviews annual reports for as many years as required by program's status with TEAC** |

Key: ** signifies the process continues until there is consensus among the parties

* TEAC uses *Brief* to refer to both the *Inquiry Brief* and the *Inquiry Brief Proposal*