

Instructions for Self-Study Report Template

PURPOSE AND USE OF THE SELF-STUDY REPORT TEMPLATE

As TRACS was nearing the completion of developing a new publication titled *Steps Toward Accreditation* and updating the publication called *Self-Study Guidelines* a discussion ensued regarding the differing levels of quality in the Self-Study Reports which had been reviewed in the past year and the numerous questions from institutions regarding the format and content of these reports,

This discussion lead TRACS staff to develop a template for the *Self-Study Report* which meets all the requirements of the TRACS Standards and is available for use by institutions going through the process. This *Self-Study Report* template is for those institutions which wish to utilize it. TRACS is neither indicating this template is the required format nor that institutions must use the template. It is simply available for use by those institutions choosing to use it. However, it is up to each institution to determine the actual format it chooses to use.

The following information provides direction on documents which should be submitted with the template and instruction in using the Template.

COVER MATERIALS

Cover Letter

Provide a Cover Letter from the Chief Executive Officer indicating the governing board has approved for the institution to request consideration for the level of recognition desired. The Chief Executive Officer of the institution should certify that all information and data submitted are correct.

INTRODUCTION

- I. Purpose of the Self-Study
Provide a general introduction statement regarding the institution including the status being sought (Candidate Status, Accredited Status, Reaffirmation), the pertinent institutional characteristics such as types of programs offered, type of calendar system, enrollment figures, and any church affiliations (if any), etc.
- II. History of the Institution
Provide a narrative history of the institution highlighting key events that provide a good perspective of the institution.
- III. Relationship with TRACS
Provide a narrative of the institution's relationship with TRACS, such as when applied, when application approved, when received (or when appearing to receive) Candidate Status, Accredited Status or Reaffirmation. Include the initial contact with TRACS, the approval of the application, and any applicable dates for recognition for candidacy, accreditation or reaffirmation.

- IV. Response to Previous TRACS Team Visit Report and/or Other Accrediting Agency Actions
Institution should provide detailed narrative on the response and date of compliance with previous TRACS Team Visit Recommendations and/or Steps taken in addressing any actions taken by any previous accrediting agency.
- V. Approved Self-Study Proposal
Provide the approved Self-Study Proposal with time-lines, a description of the Self-Study Process, the design and methodology to be used to gather and analyze the data, the length of the period to write the report, and establish a system for follow-up on those areas of non-compliance.

The Self-Study Report narratives should address each Standard (including each sub-standard) in the Accreditation Manual. They should 1) reference the assessment data and analysis that has been used to arrive at the conclusions, 2) include all documentation used in the self-study process to verify that the institution is in compliance with each TRACS Standard, and 3) provide the plans for coming into compliance for each section where non-compliance was found.

While your institution may choose to utilize this Template it is only for the purpose of preparing the *Self-Study Report*. After the final report has been prepared, it should be printed for submission to TRACS as detailed in the *Self-Study Guidelines* which are available on the TRACS website (www.tracs.org) under *Publications and Forms*.