

ABAI Tiered Model of Education Review Meeting Preparation ♦ Checklist for Program Coordinator

Before Review Meeting:

- Introduce the general tiered model process to faculty and staff (include expectations for review meeting).
- Submit completed self-study application via the online application system.
- Review tiered model fees and confirm payment.
- Confirm program website is up-to-date and accurate.

In Consultation with ABAI:

- Provide at least three (general) dates for review meeting(s).
- Confirm there are no conflicts of interest with assigned reviewers.
- Identify and coordinate availability of attendees for review meeting.
- Submit review meeting agenda to ABAI for approval.
- Submit additional materials to ABAI. Gather documentation for reviewers (include any items not submitted in the self-study documents, such as recent dissertations and theses, projects, etc.), and videos. Videos and documentation must be submitted at least two weeks prior to the review meeting. ABAI will provide you an electronic folder for submission.
- Provide an addendum to the self-study report if significant departmental changes have occurred since submitting the self-study (e.g., changes in faculty, courses, practicum sites).

During Review Meeting:

- The program coordinator should be present throughout the entirety of the meeting except when asked to provide privacy (e.g., during meeting with student representatives) and assist with records review throughout the interview.
- End of meeting: reviewers will provide a brief assessment of the self-study, general findings, and general feedback. Use this time to ensure all questions are answered by both parties.

After Review Meeting:

- Complete ABAI's survey regarding the review meeting.
- Reviewers will generate a formal review report (within 30 days) with their findings. Reviewers serve as advisory to the Board; their recommendations are suggestions for consideration. The Board will make final recommendations to the program.
- Provide a formal response to the review report (within 30 days of receiving report).

Then, ABAI will provide you with an estimated date for the next decision-making meeting following the submission of your program's response letter. Typically, recognition decision meetings occur quarterly.