

R = Responsible

Who is responsible for carrying out the entrusted key milestone.

A = Approves

Who is responsible for the whole key milestone.

S = Supports

Who provides support during implementation of the key milestone.



HLC 2021 Roles and Responsibilities		Provost	Senior Vice Provost	Accreditation Liaison Officer	Manager, Accreditation Project Manager	Manager, Academic Affairs	Faculty Co-Chairs	Criterion Committee Co-Chairs	Criterion Committee Members	HLC Internal Advisory Committee	HLC External/Community Advisory Committee	HLC Federal Compliance Committee	Faculty Associates	Arizona Board of Regents	UArizona Learning Initiative Team	Timeline	Completed
		Key Milestones															
1	Dry-run of Federal Compliance Worksheet		A									R,S				Fall 2018	✓
2	Committee Co-Chairs Selected	A	R			S										Oct 2018	✓
3	Committee Members Selected	A	R		R	S										Oct 2018	✓
4	Kickoff Meeting for All Committee Members	A	R		R	R										Nov 2018	✓
5	Campus-wide review of evidence to identify gaps (for each criterion)		A		R			R	S							Feb 2019	✓
6	Complete Federal Compliance Dry-run Review		A	R	R							R,S				Feb 2019	✓

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		Key Milestones																
7	Initiate changes based on campus-wide review	A	R	R	R												Mar 2019	✓
8	Dry-run upload of Evidence File data to Box		A		R	R	S	R	S								May 2019	✓
9	Submit Quality Initiative report (Academic Affairs)		A	S											R		Aug 2019	✓
10	Elaborated outline of Assurance Argument (for each criterion)		A		R	S	S	R	S								Sep 2019	✓
11	First round upload of Evidence File data to Box		A		R	S	S	R	S								Nov 2019	✓
12	Pull Federal Compliance Data		A	R	S							R,S					Apr 2020	
13	Internal readiness audit (incl. review of compiled Assurance Argument)		A		R	S	R										June 2020	
14	Committees submit draft sections of Assurance Argument		A	R	R	S	S	R	S								Sep 2020	
15	Complete Draft Federal Compliance Worksheet		A	R	S							R,S					Oct 2020	

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		Key Milestones																
16	Committees submit their Final draft of Assurance Argument							R	S								Nov 2020	
17	Refresh Evidence File data in Box		A		R	S	S	R	S								Dec 2020	
18	Final draft of Assurance Argument to editor		A	S	R	S	R										Dec 2020	
19	Filing: Assurance Argument, Evidence File		A		S	R											Jan 2021	
20	Internal Lock Date (changes limited to leadership team)		A		S	R											Jan 2021	
21	Finalize Filing - Lock Date		A		S	R											Mar 2021	
22	Submit Federal Compliance Worksheet		A	R	S							R,S					Mar 29 2021	
23	Peer Review Team visit	S	A	R	R	S	S	S	S	S	S	S	S	S	S		Apr 2021	