

## **Preparing to Conduct Your Campus Division III Institutional Self-Study Guide**

- ***The ISSG is due June 1<sup>st</sup>. Periodic reminders are provided but it is the institution's responsibility to submit the ISSG on time.***
- ***It is recommended that compilation of the ISSG begins three to six months prior to the deadline. Compiling the required documentation requires substantial time.***
- ***NCAA and Conference Staff are valuable resources as you prepare the ISSG in providing guidance and answering questions.***
- ***Failure to submit the ISSG will result in the institution being moved to Probationary Status.***

The Division III Institutional Self-Study Guide (ISSG) offers each Division III institution an opportunity to have important dialogue about athletics department protocols and operations. The ISSG is designed to assist each Division III institution in assessing the overall operation of its athletics department and to satisfy the self-study requirements of NCAA Constitution 6.3.1. Completion of the ISSG is required at least once every five years. The ISSG is not meant as a substitute for the NCAA Division III Manual or other NCAA or institutional publications containing the rules governing intercollegiate athletics. Rather, its intent is to:

- Provide a periodic review of institutional policies to ensure sound institution operations in accordance with the Division III philosophy and the institution-based components of the strategic plan;
- Involve senior-level administrators in a review of, and important dialogue related to, institutional operations;
- Familiarize senior-level administrators of Division III institutions to the institution's strengths and weaknesses; and
- Identify specific areas in Division III athletics programs that reinforce appropriate current practices and/or identify areas that may require further attention based on institutional philosophy and operations.

The completion of the ISSG should be coordinated by athletics staff in a manner that is appropriate and applicable to the institution. The ISSG should be completed with the intent to adequately represent all institutional perspectives, as noted in the paragraph below. The study should include broad constituent participation, both inside and outside of your athletics department, and contributors should be provided enough time and resources to gather all information called for by the ISSG.

A committee comprised of chancellors or presidents and other staff (including, but not limited to institution executives, senior administrators with athletics oversight, faculty athletics representatives, directors of athletics, senior woman administrators, coaches, sports medicine personnel, sports information personnel and student-athletes) should be included in the completion

of the ISSG.

Following completion of the ISSG, the committee may wish to perform periodic follow-up using the entire instrument or selected sections that relate to specific areas of concern. Institutional ISSG committees also may find it useful to develop a written action plan that addresses areas of concern or specific initiatives identified during the self-study. There are no "right" or "wrong" answers to the questions included in the ISSG. The focus, instead, is identifying key issues of importance to all institutions, encouraging and ensuring that dialogue occurs regarding those topics. Institutions are encouraged to circulate the ISSG among its peers and establish dialogue on issues of importance.

Throughout the self-study process, institutions are encouraged to review the Division III philosophy and strategic positioning platform to provide a framework for contemplation.

**Documents and resources to gather in anticipation of conducting the ISSG process.**

Before beginning the ISSG, it is recommended that the following documents and/or resources be provided to the committee of institutional personnel completing and reviewing the ISSG:

- [NCAA Division III Philosophy Statement](#);
- [NCAA Division III Strategic Plan](#);
- Your institution's mission statement;
- Your department of athletics' philosophy and/or mission statement;
- Athletics, Admissions and Financial Aid Department policies and procedures documents (e.g. handbooks, manuals, applications, rating forms, tracking forms, worksheets, award descriptions, etc.);
- Organizational charts displaying reporting lines within the department of athletics and to whom the athletics administrators report;
- The NCAA Institutional Performance Program (IPP), available via My Apps, contains six years of relevant information on your institution. The IPP includes data on sports sponsorship, student-athlete participation, athletics finance, academic success and the demographics of your student-athletes, coaches and athletics administrators;
- Your institution's Institutional Equity in Athletics Disclosure Act (EADA) report; and
- Your institution's most recently completed ISSG.

### **Technical questions and submission logistics.**

The primary campus administrator charged with submitting the ISSG instrument should become familiar with the [Instructions for Completing the Online Institutional Self-Study Guide](#) document that is found on the Division III membership webpage. This document will address the mechanics of instrument submission.

### **Use of Outside Consultants.**

A small number of institutions have chosen to involve outside consultants in the self-study process. Should an institution involve outside consultants, the functions of these individuals or agencies should be limited to data collection and organization of the self-study process. In such cases, it is understood that the self-study remains the responsibility of the institution to examine its own program and generate the substance of the self-study guide. In no way should the balance of responsibility for the study shift from internal to external personnel.