**Progress Report Guidelines – Business –**

#### **iSER submitted under 2020 standards**

**Philosophy and Expectations**

At least one time per year, the applicant will update the Initial Accreditation Committee (IAC) on the progress it is making towards meeting the objectives and action plan items discussed in the Initial Self Evaluation Report (iSER). If the objectives have not been met, the school should provide details and include a revised action plan and time frame in the appropriate sections of the progress report. Those action items that are no longer relevant, due to changes in either the internal or external environments of the applicant, also should be highlighted. When outcomes or milestones are reported, evidence of appropriate stakeholder input should be provided. IAC review of progress reports will focus on the progress of process development, implementation, and outcomes.

The school should report any other adjustments to the original iSER (e.g., changes in the timeframe leading to the self-evaluation for accreditation). Additionally, the school should explain how they will have the necessary continuing support and resources from the administration to meet the objectives outlined in the iSER.

All documentation for review needs to be submitted to the appropriate committee via myAccreditation approximately 8 weeks prior to the meeting date. The IAC normally meets in July, November, February, and April of each year. Current meeting dates and applicable due dates are available on the [website](https://www.aacsb.edu/accreditation/volunteers/committees).

Objective and Content

The committee will review the report to determine if acceptable progress is apparent. The progress report should include the following sections.

A. Executive Summary

B. Profile Sheet

C. Faculty Qualifications/Sufficiency criteria

D. Response to IAC concerns

E. Strategic Plan

F. Updates on individual standards (incl. required tables)

G. Addendum items

NOTE: **There is a 30-page limit for sections A, B, C, D and F combined**. The school can use the ‘Export to PDF’ button on the myAccreditation Progress Report Dashboard to check the number of pages. Tables 2-1, 3-1, 3-2, 5-1, 8-1 and optional table 9-1 are not included in the 30-page limit. The Strategic Plan is also not included in the page limit.

**A. Executive Summary**

The IAC requires the school to prepare and submit a three to five-page executive summary. The IAC relies upon the executive summary to develop a basis for its reviews.

The Executive Summary should include:

1. A one paragraph to one-page statement and written description of the school’s mission and objectives,
2. Written descriptions of the processes that support achievement, the outcomes and measurements associated with those processes, and how the processes and objectives may have changed as a result of the school’s efforts,
3. Describe the most significant strategies and outcomes related to Engagement, Innovation, and Impact,
4. A written summary of self-assessed strengths and weaknesses as they relate to AACSB standards and the achievement of specific objectives, How the school’s strategic plan relates to mission development activities,
5. A written section listing up to five effective practices, which are unique or inherent to the success of the school’s operations,
6. The school should also report on any significant changes in the environment (internal or external) that affect the iSER (e.g., a new mission, new president, new dean, changes in enrollment, or deviations from the projected number of faculty as described in the iSER).

**B. Profile Sheet**

IAC uses the profile sheet as a brief overview and reference document in their review. The template for the profile sheet is located on our [website](https://www.aacsb.edu/accreditation/resources/journey/business/initial).

**C. Faculty Qualifications/Sufficiency criteria**

The school should provide its definitions and criteria for faculty qualifications and faculty sufficiency. If there have been changes from previously submitted definitions/criteria these should be clearly noted.

**D. Response to IAC concerns**

The school should provide a detailed response to concerns, issues, and/or recommendations requested by the IAC in its most recent decision letter. This document should be uploaded in the ‘Response to IAC concerns’ section in myAccreditation.

**E. Strategic Plan**

The school should provide its strategic plan. Any significant changes encountered that may result in deviations from the original plan should be indicated in the progress report.

**F. Updates on individual standards**

The school should provide progress made, if applicable, to each standard. A separate upload is required for each standard. Please review the requirement, basis for judgment, and guidance for documentation listed for each in myAccreditation.

The upload for each standard must begin with the table below and followed by the supporting narrative and documentation.

|  |  |
| --- | --- |
| Standard number: (Example  1, 2, 3…) |  |
| Alignment with Standard  (Yes/No): |  |
| Response: |  |
| Actions to be implemented: |  |
| Person(s) responsible: |  |
| Financial resources: |  |
| Timeline: |  |

**Please note: For Standards 2, 3, 5, 8 and 9, a separate PDF or Excel upload** [**(link page the templates are under the Progress Report section)**](https://www.aacsb.edu/educators/accreditation/business-accreditation/initial-accreditation) **is required for the related tables (Tables 2-1, 3-1, 3-2, 5-1, 8-1 and optional table 9-1). These tables are uploaded within the section for each related standard in myAccreditation. These tables are not part of the progress report 30-page limit.**

**G. Addendum Items**

The school should include any additional items deemed relevant for the committee as a PDF upload in the Addendum section in myAccreditation.

**Report and Appendices Submission Guidelines**

* The progress report and accompanying documentation must be submitted via myAccreditation by the designated due date reflected in myAccreditation. If submitting earlier than the designated due date, please refer to the IAC meeting and submission dates found [here](https://www.aacsb.edu/accreditation/volunteers/committees).
* It is the school’s responsibility to share a draft iSER with the mentor for input prior to submission to AACSB. The school should ensure the draft is provided to the mentor early enough to allow sufficient time for the mentor to review and send feedback to the school in advance of the due date. The general recommendation is to send the report to the mentor for input *no later than three weeks* prior to the due date.
* The school is also responsible for receiving approval of the iSER from the President/Provost (or equivalent), if applicable, to ensure commitment to upholding the standards and continuous improvement as required by the accreditation body.
* Upon submission of your documents via myAccreditation, you will receive an immediate display notification in a green banner, “The project was successfully submitted.” In addition, your progress report status will move from “Not Submitted” to “Submitted”. Note that only the official representative can submit the report.  
  Should you have any questions, please contact your AACSB staff liaison, whose name is displayed in myAccreditation on the Contacts tab.