



Self Evaluation Report Submission Guidelines

Along with the Self-Evaluation Report, the Initial Accreditation Committee (IAC) requests that you prepare and submit a three to five-page Executive Summary and an Applicant Profile Sheet. While the Peer Review Team reviews your SER in preparation for the on-site review, the IAC relies upon the Executive Summary and Applicant Profile Sheet to develop a basis for its reviews.

The **Executive Summary** should include:

1. A one paragraph to one page statement and written description of your 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 your efforts;
3. A written summary of self-assessed strengths and weaknesses as they relate to AACSB International's standards and the achievement of specific objectives;
4. How your strategic plan relates to your mission development activities; and,
5. A written section listing up to five effective practices, which are unique or inherent to the success of your operations.

The **Applicant Profile Sheet** – provides an explanation of faculty resources and enrollment. Enrollment statistics can be based on the most representative term of the self-evaluation year, which is usually the fall term.

Distribution of SER and supplemental materials is as follows:

Self Evaluation Report, with **Executive Summary** and **Applicant Profile Sheet** (not bound within SER), and a copy of course catalogs (total required – approximately 6 sets):

- One electronic copy of Self Evaluation Report, Executive Summary, and Applicant Profile (as email attachment) to IAC@aacsb.edu.
- One complete set (hard copy) to each of your Peer Review Team members as listed on your team roster.
- Three complete sets (hard copy) to the Initial Accreditation Committee Chair at the AACSB International office:

Initial Accreditation Committee Chair
AACSB International
777 S. Harbour Island Blvd., Suite 750
Tampa, FL 33602-5730
USA