

PREACCREDITATION ROLES AND RESPONSIBILITIES

PREACCREDITATION APPLICANT	MENTOR	PREACCREDITATION COMMITTEE LIAISON
<ul style="list-style-type: none"> ➤ <i>Be sincere about the commitment required for PreAccreditation</i> ➤ <i>Identify areas of the standards that require clarification by the Mentor</i> ➤ <i>Assess areas of strength & weakness relative to the standards & complete the standards worksheet for review by the Mentor</i> ➤ <i>Be pro-active about organizing & providing accurate & requested information to the Mentor in a timely manner</i> ➤ <i>Take responsibility for conducting the self-assessment & preparing the gap analysis</i> ➤ <i>Take the Mentor's consultative advice seriously</i> ➤ <i>Provide the Mentor with regular reports on progress toward development of the Accreditation Plan (AP)</i> ➤ <i>Make timely payment of all Mentor-related expenses</i> ➤ <i>Commit the resources required for accreditation</i> ➤ <i>Prepare a complete AP & Strategic Plan (SP) for submission to PAC & IAC (or AAC)</i> ➤ <i>Upon approval of AP, submit annual progress reports to IAC (or AAC)</i> ➤ <i>Provide feedback on the quality of mentoring & the PreAccreditation process</i> ➤ <i>Be considerate of AACSB International staff time & their role in the PreAccreditation process</i> 	<ul style="list-style-type: none"> ➤ <i>Conduct an in-depth applicant review & provide guidance to the applicant throughout the process</i> ➤ <i>Possess a comprehensive understanding of AACSB standards & processes</i> ➤ <i>Gain familiarity with the applicant (its mission and objectives) & understand the Eligibility Application</i> ➤ <i>Conduct annual visits to the applicant to ensure consistency in assessing its performance relative to the mission & standards</i> ➤ <i>Identify and resolve eligibility issues</i> ➤ <i>Assist the applicant in responding to issues raised by the PAC in its application review</i> ➤ <i>Provide clarification to the applicant on the philosophy & intent of the standards</i> ➤ <i>Analyze the applicant's achievement relative to the standards & identify issues that may help or hinder potential accreditation</i> ➤ <i>Confirm the existence & review measurable outcomes of functioning processes & controls that ensure continuous improvement & accomplishment of the mission</i> ➤ <i>Provide visit summary reports to PAC</i> ➤ <i>Assist the applicant to develop the AP; be realistic about the applicant's ability to develop the plan in a reasonable timeframe</i> ➤ <i>Once AP is submitted, review the plan & provide recommendation</i> ➤ <i>Once AP is accepted, continue to provide updates to IAC (or AAC) liaison on applicant's progress</i> 	<ul style="list-style-type: none"> ➤ <i>Serve as principal point contact and communication between the PreAccreditation Committee & Mentor</i> ➤ <i>Act as a resource for clarifying issues with the PreAccreditation Committee & Mentor</i> ➤ <i>Lead the PreAccreditation Committee discussion on the Eligibility Application</i> ➤ <i>Encourage the Mentor to be proactive in working with the applicant</i> ➤ <i>Communicate any eligibility issues to the Mentor for further investigation</i> ➤ <i>Lead the PreAccreditation Committee discussion on the applicant's satisfaction of eligibility criteria</i> ➤ <i>Lead the PreAccreditation Committee discussion on the AP</i>

PREACCREDITATION COMMITTEE

- *Manage the PreAccreditation process from application to PAC acceptance of the AP consistent with the policies and procedures established by the Accreditation Council & Board of Directors*
- *Conduct thorough review of the Eligibility Application; be realistic about the applicant's ability to develop the AP in a reasonable timeframe*
- *If application is accepted, appoint Mentor to assist applicant in AP development*
- *Highlight areas of potential concern based on review of the Eligibility Application*
- *Identify any eligibility issues for further investigation by the Mentor*
- *Review the Mentor's findings relative to eligibility criteria & reach a final recommendation*
- *Forward the recommendation to the Accreditation Coordinating Committee (ACC) for concurrence*
- *When concurrence is reached, confirm satisfaction of eligibility criteria with applicant & Mentor*
- *Review Mentor visit summary reports & gauge applicant's progress toward AP completion*
- *Conduct review of AP & Mentor AP recommendation report*
- *If AP is accepted, transmit committee recommendation & AP to IAC (or AAC) for review & acceptance*
- *Provide any necessary clarification to IAC (or AAC) to facilitate review of the AP*

**INITIAL (or ACCOUNTING)
ACCREDITATION COMMITTEE**

- *Manage the PreAccreditation process from IAC (or AAC) acceptance of the AP to Peer Review Team Chair appointment consistent with the policies and procedures established by the Accreditation Council & Board of Directors*
- *Conduct review of the applicant's AP (upon acceptance by PAC)*
- *Once AP is accepted by both PAC and IAC (or AAC), review applicant's annual reports on progress made and/or any delays on achieving the AP*
- *Two years in advance of the on-site review, appoint Peer Review Team (PRT) Chair (applicant enters the Initial Accreditation process)*