Self-Evaluation Report (Accounting) Submission Guidelines

When finalizing the Self-Evaluation Report (SER), accounting academic units are encouraged to seek guidance from their team chair who can provide assistance and work with the school to ensure their final SER:

- Tells the institution’s story.
- Is well written and understandable.
- Includes faculty vitae as an appendix.
- Includes summary data, retaining large information compilations on campus, as opposed to including in the report.
- Limits appendices to those directly relevant, and includes a table of contents and cross-references.
- Includes required documents as appendices.
- Is no more than the 100-page limit (excluding tables and appendices) and follows the same format as the iSER.

Along with the final SER, the accounting academic unit needs to prepare and submit a three to five-page executive summary, which 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. Describe the most significant strategies and outcomes related to Engagement, Innovation, and Impact. Examples should include the outcomes linked to the mission and strategic plan. (For additional information, please refer to Appendix I in the eligibility criteria and accreditation standards for accounting accreditation at [https://www.aacsb.edu/accreditation/standards/accounting](https://www.aacsb.edu/accreditation/standards/accounting)
4. A written summary of self-assessed strengths and weaknesses as they relate to AACSB International’s standards and the achievement of specific objectives;
5. How your strategic plan relates to your mission development activities; and,
6. A written section listing up to five effective practices, which are unique or inherent to the success of your operations.

Provide the executive summary as an attachment.

Documents that must be submitted as appendices with the final SER:

- Executive Summary
- Accounting unit’s current strategic plan
- Tables A2-1, A9-1, and A9-2
- Faculty vitae

Report and appendices submission guidelines:

- The SER and accompanying documentation are due to AACSB and the accounting unit’s peer review team no later than 4 months prior to the start of the campus visit.
- Email documents to aac@aacsb.edu and each of your peer review team members as listed on your team roster (copy the team on the email to AACSB).
  - NOTE: The peer review team has the option to request a hard copy of submitted items. Mail hard copies directly to the team members as listed on your team roster.
- There is a page limit of 100 pages (not including tables and required documentation).
- Email attachments totaling at least 20MB will not be received due to server limitations.
- A confirmation of receipt will be emailed within 2 business days.