Host Institution

▪ Review and Refine Strategic Management Plan and complete the Key Data and Accreditation Data Sections of the Business School Questionnaire each year
▪ Submit Continuous Improvement Review Application with signed cover letter requesting review and preferred visit dates by July 1 two years prior to the scheduled year of the visit
▪ Submit list of peer and aspirant schools from which members might be drawn to serve on the Peer Review Team
▪ Submit Fifth Year Continuous Improvement Report to the Peer Review Team and AACSB International no later than 60 days prior to the visit
▪ Contact Team Chair and/or Accounting Chair to discuss visit schedule, appointment requirements and confirmation of the appropriate information to be reviewed during the visit
▪ Assist the Peer Review Team during the visit so that its work can be thorough, expeditious and completed with minimum disruption to the institution
▪ Participate in the peer review process evaluation

Team Chair

▪ Ensure team performs as a cohesive unit and conducts peer review in a professional manner
▪ Maintain peer review focus on assessing quality and continuous improvement in relation to host school’s mission
▪ Serve as a knowledgeable resource on the accreditation standards and peer review process
▪ Understand the institution’s and academic unit’s mission and objectives
▪ Review thoroughly the Fifth Year Continuous Improvement Report
▪ Plan a comprehensive visit in consultation with the host dean/accounting administrator
▪ Determine how the established processes ascertain attainment of the mission and assure quality programs and continuous development and improvement
▪ Provide consultation that encourages and challenges the institution
▪ Make accreditation recommendation consistent with team report
▪ Provide team report within 10 days of the visit
▪ Participate in the peer review process evaluation

Team Member

▪ Understand the academic unit’s mission, objectives and its degree programs
▪ Be fully informed about the accreditation standards and peer review process
▪ Provide clarification to the school on the philosophy and intent of the accreditation standards and their interpretation
▪ Ascertain that the established structure and processes of the accredited member assure continuous development and improvement
▪ Make accreditation recommendation consistent with team report
▪ Assist in preparing the team report
▪ Provide consultation when requested
▪ Maintain appropriate confidentiality throughout and following the process
- Participate in the peer review process evaluation

**Accreditation Committee Liaison**

- Serve as principal point of contact and communication between the Accreditation Committee and the team
- Correspond with the team Chair to gain understanding of team visit and recommendation
- Lead the Accreditation Committee discussion on the team’s accreditation recommendation and report

**Accreditation Committee**

- Manage the peer review and accreditation process consistent with the policies and procedures established by the Accreditation Council and Board of Directors
- Appoint Peer Review Team Chair and members upon receipt of peer and aspirant groups from accredited member’s application
- Review the Peer Review Team’s visit report(s) and accreditation recommendation and concur or remand the recommendation for reconsideration
- Transmit accreditation recommendation(s) to the Board of Directors