Philosophy and Expectations

At least one time per year, the applicant will update the IAC on the progress it is making towards meeting the objectives and action plan items discussed in the Initial Self Evaluation Report (iSER). The original action plan summary table of the iSER is included, with the present status of each action item indicated. Action items that have fallen behind their scheduled completion dates will be discussed 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.

The report will be scheduled for review by the IAC at the committee’s meeting closest to the date of receipt of the report. All documentation for review needs to be submitted to the appropriate committee via myAccreditation no later than 8 weeks prior to the meeting date. The IAC normally meets in July, November, February, and April of each year. Current meeting dates are available on the [website](http://example.com).

Adjusting to the 2020 standards

For schools moving from the 2013 to the 2020 standards, please complete the gap analysis table for the 2020 standards and upload as a separate attachment to the addendum section of myAccreditation. Normally, the page limit for progress reports is 30 pages. Recognizing the need for additional documentation concerning alignment with the 2013 standards, for schools transferring from the 2013 to the 2020 standards, a page limit of 40 pages is allowed.

Objective and Content

The appropriate 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 committee concerns and internal/external changes
E. Strategic Plan
F. Standards and Tables 2-1, 3-1, 3-2, 5-1, and 8-1
G. Addendum items

A. Executive Summary

The IAC requires you 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 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.
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 a PDF upload in myAccreditation.

**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](#).

Provide the profile sheet as a PDF upload in myAccreditation.

**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 noted.

**D. Response to committee concerns and internal/external changes**

The school should provide a response to concerns, issues, and/or recommendations requested by the IAC in its most recent decision letter, if any.

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).

**E. Strategic Plan**

The school should provide its strategic plan and report on any significant changes encountered that may result in deviations from the original plan.

**F. Standards and Tables**

A separate upload is required for each standard. Please review the definitions, basis for judgment, and suggested documentation listed for each standard in myAccreditation.

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

<table>
<thead>
<tr>
<th>Standard number: (Example 1, 2, 3…)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment with Standard (Yes/No):</td>
<td></td>
</tr>
<tr>
<td>Response:</td>
<td></td>
</tr>
<tr>
<td>Actions to be implemented:</td>
<td></td>
</tr>
<tr>
<td>Person(s) responsible:</td>
<td></td>
</tr>
<tr>
<td>Financial resources:</td>
<td></td>
</tr>
<tr>
<td>Timeline:</td>
<td></td>
</tr>
</tbody>
</table>

Please note: For standard 2, 3, 5, and 8 (Tables 2-1, 3-1, 3-2, 5-1, and 8-1) a separate PDF upload is required.
The school should explain how it has met the objectives established for the past year. If the objectives have not been met, the school should provide details and attach a copy of the action plan time frame originally submitted and any subsequent revised time frames. 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.

**G. Addendum Items**
The school should provide the [gap analysis table](#) to describe its alignment and planned action items to meet the 2020 standards. Additionally, the school can provide any additional items relevant for the committee as a PDF upload 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](#).

- 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”.

- Should you have any questions, please contact your AACSB staff liaison, whose name is displayed in myAccreditation on the Contacts tab.