

PEER REVIEW PROCESS ROLES AND RESPONSIBILITIES IN PREPARATION FOR THE INITIAL ACCREDITATION VISIT

Host Institution

- Suggests individuals who are deemed appropriate to serve on the school's Peer Review Team
- Confer with Chair to discuss assistance desired and visit to campus
- Conduct a self-evaluation with respect to the accreditation standards consistent with the unit's mission and objectives
- Submit copies of the school's Self-Evaluation Report to team members and applicable Accreditation Committee Chair
- Contact Team Chair and/or Accounting Chair to discuss visit schedule, and confirmation of the appropriate information to be prepared before and 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
- Submit the Host School Peer Review Visit Assessment Report to AACSB

Team Chair – SER Year

- Assume the advising role from the Mentor.
- During the Chair's visit in the self-evaluation period, ask questions that stimulate the school to define its processes, activities, outcomes and feedback for continuous improvement
- Understand the 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
- Interact with the school's dean or accounting administrator to identify and ensure desired consultative assistance
- Keep IAC or AAC and AACSB –staff liaison informed of advising activities

Team Chair – Visit Year

- 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 unit's mission and objectives
- Review thoroughly the Final Self-Evaluation Report
- Develop Pre-Visit Letter to host institution in consultation with team members
- 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
- Participate as a team member in the peer review visit and development of the team's accreditation recommendation consistent with the team report.

Team Member

- Review thoroughly the Final Self-Evaluation Report
- Understand thoroughly the mission and objectives of the institution and unit
- Determine the facts on which accreditation assessment is based
- Analyze the applicant's achievement of each accreditation standard based on the team's determination of facts
- Assist Team Chair with development of the Pre-Visit Letter to host institution
- Ascertain that the established structure and processes of the applicant assure continuous development and improvement
- Determine how the applicant fulfills its mission and objectives with respect to the accreditation standards in achieving overall high quality
- Make an accreditation recommendation
- Provide consultation when requested
- Maintain appropriate confidentiality throughout and following the process

Accreditation Committee Liaison

- Serve as principal point of contact and communication between the Accreditation Committee and team
- Lead the Accreditation Committee discussion on the draft of the Pre-Visit Letter
- 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 Team Chairs/ Accounting Chairs and Peer Review Team members (upon receipt of recommendations from schools)
- Review the Peer Review Team draft Pre-Visit Letter
- 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