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Policies Related to Staff Compensation and Demographic Survey (formerly Salary Survey)

This Staff Compensation and Demographic Survey (formerly Salary Survey) is designed to collect data on faculty and administrative salaries for fields/disciplines, ranks and positions commonly found within collegiate schools of business. Starting with the 2017-18 collection, the reporting Salary at the person level is optional.

Schools that provide survey data that contains salary information will receive the following:

- A comprehensive Staff Compensation and Demographic Survey Report sent electronically that provides detailed salary statistics by faculty field/discipline, administrative positions, accreditation status, and institutional control (public/private).
- Online benchmarking access to create Custom Staff Compensation and Demographic Survey reports, which provide detailed salary statistics by faculty field/discipline and administrative positions for comparison groups selected by the school

Schools that provide survey data that does not contain salary information will receive the following:

- A comprehensive Staff Compensation and Demographic Survey Report sent electronically that provides detailed descriptive statistics by faculty field/discipline, administrative positions, accreditation status, and institutional control (public/private) with no salary information.
- Online benchmarking access to create Custom Staff Compensation and Demographic Survey reports, which provide detailed descriptive statistics by faculty field/discipline and administrative positions for comparison groups selected by the school.

Please review the following policies related to this survey before continuing.

Uses Of Data Reported In This Survey

Data reported in this survey will be protected and maintained in the AACSB International database. These data will be used to produce the annual Staff Compensation and Demographic Survey Report and Custom Staff Compensation and Demographic Survey reports, which will be available online only to members that report survey data. Data may also be used for research, media, and AACSB planning, but remains subject to included confidentiality restrictions.

Responsibility For Member Participation

Participation in this survey is optional. More than 500 member schools participate in this survey annually, including more than 90 percent of all accredited U.S.-based members. Participation is strongly encouraged, as the value to all members increases with greater participation.

Member Responsibility For The Accuracy Of Data And Information

In accordance with AACSB International Articles of Incorporation and Bylaws 2001, members are responsible for the accuracy of any data and information requested by the Association. AACSB International staff will follow up with reporting schools if data seems inconsistent with

specified definitions. Schools found to report data that are not consistent with the reporting definitions will not have access to the Custom Staff Compensation and Demographic Survey reports until such data are corrected. The head of the business unit must approve all data submitted by the school. This is accomplished by signature for surveys submitted by mail or fax and electronically for surveys completed online.

Member Access To Data And Information

In order to receive access to Custom Staff Compensation and Demographic Survey Reports, your school must submit, in a timely manner, all applicable requested data in the Staff Compensation and Demographic Survey .

Confidentiality Of Data

AACSB International will not publish information that attributes any piece of data reported in this questionnaire to a specific institution or individual.

If there are any questions about this form or submitting data online, contact the DataDirect Team by phone at **813-769-6500** or by email at datadirect@aacsb.edu.

Legality/ Confidentiality of Data Collection

Legal Issues/Concerns

Although we are not aware of any laws that prohibit the collection of incumbent level salary data in the manner that this survey is designed to do, if there is a legal or compliance issue in your jurisdiction, please let us know in the Basic Questions section of the survey and prior to providing any information to AACSB. In order for us to better adjust our survey options to allow the largest number of participants while maintaining a detailed level of data collection, please contact us with the details of any legal concerns, including the source and language of any legal regulation regarding providing salary data.

Confidentiality of Data

All data collected through the Staff Compensation and Demographic Survey is completely confidential at both the school and individual level. No data collected through this survey will ever be reported in any way that specifically identifies your school or any individual. These data are only accessible by personnel specifically authorized by AACSB International. The individual and school data are not available for purchase or distribution in any way.

Data reported on the Staff Compensation and Demographic Survey is disseminated in aggregate reports only. These reports will list participating schools, but will not provide any indication or information to allow the data to be connected to any individual or individual school. On the survey reports, an additional level of confidentiality security hides any data with fewer than 3 data points and does not provide full percentile data without a minimum of 6 data points for that category.

Data and Report Time Frames

All salaries should be reported as of the open date of the survey unless the school is currently in contract negotiations for the current year or the data would otherwise be inaccurate for the current year. Overview Reports for the data collected each year are completed and distributed in early January.

Additional Details for CFBSD Schools (Staff Compensation and Demographic Survey)

The Staff Compensation and Demographic Survey is administered in conjunction with AACSB International and is designed to collect data on faculty and administrative salaries for fields/disciplines, ranks and positions commonly found within schools of business. This year's report will also include additional information about part-time/adjunct faculty salaries and faculty demand.

Uses of Data Reported in this Survey-CFSBSD

- Data reported in this survey will be protected and maintained in the CFBSD and AACSB International databases.
- Data will be used to produce standard and customized Staff Compensation and Demographic Survey reports.
- Only schools that provide data will have access to Staff Compensation and Demographic Survey reports.
- All CFBSD members who provide data will have access to standard Staff Compensation and Demographic Survey reports for both Canada and the U.S.A, and also will have access to Customized Staff Compensation and Demographic Survey reports for Canada. Schools that are both CFBSD and AACSB International members also will have access to Customized Staff Compensation and Demographic Survey reports for comparison groups that can include any survey participant school.
- Neither CFBSD nor AACSB International will publish information that attributes any piece of data to a specific institution or individual.
- Access to completed questionnaires and data are restricted to only specific key staff members of both organizations.
- CFBSD has responsibility for Canadian data, including the administration of questionnaires, verification of data and production of reports for members.

If there are any questions about this form or submitting data online, contact

Tim Daus, Executive Director

Canadian Federation of Business School Deans

Phone: 514-340-7116

Email: timothy-daniel.daus@hec.ca

Policies Related to the Business School Questionnaire (BSQ) (members)

I. Accessing Survey Results

Minimum Survey Submission Guidelines

- Survey submissions require a minimum of completion of the following sections unless data are unavailable. If specific data are unavailable, contact datadirect@aacsb.edu to confirm that your survey submission will meet completion guidelines. The following sections are considered integral to the completion of the BSQ.
 - **A.1. Institutional Characteristics**
 - **B.1. Mission & Strategic Management**
 - **C.1. Finances**
 - **D.1. Programs**
 - **D.2. Graduate Reporting Levels (*if school offers graduate programs*)**
 - **E.1. Faculty & Staff Counts**
 - **F.1., F.2., and F.3. Enrollment and degrees conferred for degree programs offered**
 - **G.1. Class Size Indicators**
- Schools that complete **BSQ** minimum requirements will receive:
 - A comprehensive statistical report summarizing the data from Parts A-G - the “Overview of Business Schools Report.”
 - Free access to the Benchmarking tools within DataDirect for the main BSQ, including custom reports, which provide detailed statistical information and comparisons for groups of schools selected by the customer, and the ability to create benchmarking tables, graphs, and custom comparisons through the participation benchmarking access to DataDirect.
 - An information profile of the school on the AACSB International Web site.

II. Policies Governing the BSQ

Uses of Data Reported in This Survey

BSQ data will be protected and maintained in the AACSB International database. The data will be used to produce standard reports, make custom benchmarking reports available to members that report data, and support the maintenance of accreditation. Additionally, each participating member school will receive a profile on the AACSB International web site.

Retention of Unfinished Survey Data

Data entered on surveys that have been accepted as complete after AACSB staff review will remain on file for a minimum of 5 years within DataDirect. Any data entered on a BSQ that is not marked as completed and approved or that has not been reviewed and accepted by AACSB staff within three months of the close of the survey may be removed from DataDirect as part of the unfinished data clean-up process.

Responsibility for Member Participation

The submission, in a timely manner, of all applicable data requested in the BSQ - Parts A-G is regarded as a responsibility of membership. Accredited members are also required to complete the BSQ - Parts H unless data are unavailable. If there are multiple campuses within one

system (e.g., California State University system, State University of New York system, etc.), each campus must complete a separate BSQ. If the same institution has multiple units with separate memberships, each must complete a separate questionnaire. Include all data from branch campuses, including those outside of the school's country of origin, in one questionnaire submitted by the main campus.

Member Responsibility for the Accuracy of Data and Information

In accordance with AACSB International Articles of Incorporation and Bylaws, a condition of membership by educational institutions in the Association shall be the use of accurate descriptions of programs or degrees offered. In addition, members are responsible for the accuracy of any data and information requested by the Association. AACSB International will follow up with reporting schools if data seem inconsistent with specified definitions. Schools found to report data that are not consistent with the reporting definitions will not have access to comparative reports until such data are corrected. The head of the business unit must approve all BSQ data submitted by the school. This is accomplished for the BSQ electronically for surveys completed online. Any user that is authorized to complete the BSQ for your school can enact survey approval through their account by marking the survey as 'completed and approved.'

Member Access to Data and Information

Member schools may submit, review, and print their own BSQ data on a secure part of the AACSB Web site. It is the responsibility of the school's primary representative to AACSB International (usually the dean or head of the business unit) to assign access privileges to school personnel using the administration user setup tools in DataDirect provided to the school. Member schools are prohibited from accessing or using the information to assess whether an individual is appropriate for employment or to conduct a background check on an individual.

Confidentiality of Data

Unless otherwise indicated, AACSB will not publish information that attributes any piece of data reported in the BSQ to a specific institution. All sections or questions of this survey marked with † are non-confidential and can be attributed to specific institutions.

If there are any questions about this form or submitting data online, contact the AACSB DataDirect Team by phone at **813-769-6500** or by email at **datadirect@aacsb.edu**.

Policies Related to– BSQ (non-members)

I. Accessing Survey Results

Minimum Survey Submission Guidelines

- Survey submissions require a minimum of completion of the following sections unless data are unavailable. If specific data are unavailable, contact datadirect@aacsb.edu to confirm that your survey submission will meet completion guidelines. The following sections are considered integral to the completion of the non-AACSB members' BSQ.
 - **A.1. Institutional Characteristics**
 - **C.1. Finances**
 - **D.1. Programs**
 - **D.2. Graduate Reporting Levels (if school offers graduate programs)**
 - **E.1. Faculty & Staff Counts**
 - **F.1., F.2., and F.3. Enrollment and degrees conferred for degree programs offered**
- Schools that complete **BSQ** minimum requirements will receive a comprehensive statistical report summarizing the data from the survey - the “Overview of Business Schools Report.”

II. Policies Governing the Non-Member BSQ

Uses of Data Reported in This Survey

BSQ data will be protected and maintained in the AACSB International database. The data will be used to produce standard reports, make custom benchmarking reports available to AACSB members that report data, and support the maintenance of AACSB accreditation.

Retention of Unfinished Survey Data

Data entered on surveys that have been accepted as complete after AACSB staff review will remain on file for a minimum of 5 years within DataDirect. Any data entered on a BSQ that is not marked as completed and approved or that has not been reviewed and accepted by AACSB staff within three months of the close of the survey may be removed from DataDirect as part of the unfinished data clean-up process.

Responsibility for Non-Member Participation

The submission, in a timely manner, of all applicable data requested in the BSQ is regarded as a responsibility of participation. If there are multiple campuses within one system (e.g., California State University system, State University of New York system, Tecnológico de Monterrey system, etc.), each campus must complete a separate BSQ. If the same institution has multiple units with separate memberships, each must complete a separate questionnaire. Include all data from branch campuses, including those outside of the school's country of origin, in one questionnaire submitted by the main campus.

Responsibility for the Accuracy of Data and Information

In accordance with AACSB International Articles of Incorporation and Bylaws, a condition of participation by educational institutions in the non-member BSQ shall be the use of accurate descriptions of programs or degrees offered. In addition, schools are responsible for the accuracy of any data and information requested by the Association. AACSB International will follow up with reporting schools if data seems inconsistent with specified definitions. Schools

found to report data that is not consistent with the reporting definitions will not have access to Overview Reports until such data are corrected. The head of the business unit must approve all BSQ data submitted by the school. This is accomplished for the BSQ electronically for surveys completed online. Any user that is authorized to complete the BSQ for your school can enact survey approval through their account by marking the survey as 'completed and approved.'

Non-Member Access to Data and Information

Non-member schools may submit, review, and print their own BSQ data on a secure part of the DataDirect Web site. It is the responsibility of the school's primary representative (usually the dean or head of the business unit) to assign access privileges to school personnel using the administration user setup tools in DataDirect provided to the school.

Non-Member schools are prohibited from accessing or using the information to assess whether an individual is appropriate for employment or to conduct a background check on an individual.

Confidentiality of Data

Unless otherwise indicated, AACSB will not publish information that attributes any piece of data reported in the BSQ to a specific institution. All sections or questions of this survey marked with † are non-confidential and can be attributed to specific institutions.

If there are any questions about this form or submitting data online, contact the AACSB DataDirect Team by phone at **813-769-6500** or by email at datadirect@aacsb.edu.

AACSB-CEEMAN Collaboration Information

The Non-AACSB Member Business School Questionnaire (BSQ) survey for members of CEEMAN is administered in collaboration with AACSB International and is designed to collect data on enrollment, degrees conferred, faculty complement, and basic characteristics of schools of business.

This collaboration is intended to:

- Facilitate availability of globally comparable institutional profile data about business education providers in regions served by the two organizations;
- Expand mutual understanding about business education in specific world regions, in a manner that supports both organizations' global and regional analysis of the business education landscape; and
- Enhance the ability of the organizations' members to access more comprehensive data about the business education contexts in which they operate.

Uses of Data Reported in this Survey

- Data reported in this survey will be protected and maintained in the CEEMAN and AACSB International databases.
- Data will be used to produce standard BSQ reports. Some data may be reported in aggregate, or in ways attributing data to specific schools, as identified within the survey form.
- All CEEMAN members who provide data will have access to standard Non-AACSB Member BSQ Overview Reports for the survey year. Schools that are both CEEMAN

and AACSB International members also will have access to custom reporting and benchmarking tools, including the ability to create comparison groups that can include any survey participant school.

- Neither CEEMAN nor AACSB International will publish information that attributes any piece of data to a specific individual.
- Access to completed questionnaires and data are restricted to only specific key staff members of both organizations for the purposes of survey administration and support.

If there are any questions about this form or submitting data online, contact the DataDirect Team at datadirect@aacsb.edu.

Policies Related to– Employment Module AACSB Section

I. Accessing Survey Results

- Schools that complete **BSQ Employment Module: AACSB Sections** minimum requirements will receive:
 - **BSQ Employment Module Overview Report**
 - Free access to the **Benchmarking tools within DataDirect for the BSQ Employment Module: AACSB Sections**, including custom reports, which provide detailed statistical information and comparisons for groups of schools selected by the customer, and the ability to create benchmarking tables, graphs, and custom comparisons through the participation benchmarking access to DataDirect. Benchmarking access is assigned when data are released and remains available to the school until the next year’s survey data are released or the school’s membership is terminated.
- Schools that complete the **BSQ Employment Module: MBA CSEA Sections** minimum requirements will receive:
 - **MBA CSEA Section Overview Report**
 - Free access to the **Benchmarking tools within DataDirect for the BSQ Employment Module: MBA CSEA Sections**, including the Individual School Report, custom reports which provide detailed statistical information and comparisons for groups of schools selected by the customer, and the ability to create benchmarking tables, graphs, and custom comparisons through the participation benchmarking access to DataDirect. Benchmarking access is assigned when data are released and remains available to the school until the next year’s survey data are released or the school’s membership in MBA CSEA or AACSB International is terminated.

II. Policies Governing the BSQ Employment Module: All Sections

Uses of Data Reported in This Survey

BSQ Employment Module data will be protected and maintained in the AACSB International database. The data will be used to produce standard reports, make custom benchmarking reports available to members that report data, and support research needs, and support the maintenance of accreditation.

Retention of Unfinished Survey Data

Data entered on surveys that have been accepted as complete after AACSB staff review will remain on file for a minimum of 5 years within DataDirect. Any data entered on a survey that is not marked as completed and approved or that has not been reviewed and accepted by AACSB

staff within one year of the close of the survey may be removed from DataDirect as part of the unfinished data clean-up process.

Responsibility for Member Participation

The submission, in a timely manner, of all applicable data requested in the BSQ Employment Module is optional and regarded as a responsibility of membership in AACSB and/or MBA CSEA. The submission, in a timely manner, of all applicable data requested in the MBA CSEA section is optional and regarded as a responsibility of membership in MBA CSEA. If there are multiple campuses within one system (e.g., California State University system, State University of New York system, etc.), each campus must complete a separate survey. If the same institution has multiple units with separate AACSB memberships, each must complete a separate questionnaire. Include all data from branch campuses, including those outside of the school's home country, in one questionnaire submitted by the main campus.

Member Responsibility for the Accuracy of Data and Information

In accordance with AACSB International Articles of Incorporation and Bylaws, a condition of membership by educational institutions in the Association shall be the use of accurate descriptions of programs or degrees offered. In addition, members are responsible for the accuracy of any data and information requested by the Association and/or MBA CSEA. All data collected on the MBA CSEA section must adhere to the [MBA CSEA Standards](#) to be reported accurately. AACSB International will follow up with reporting schools if data from any section seem inconsistent with specified definitions. Schools found to report data that are not consistent with the reporting definitions will not have access to comparative reports until such data are corrected. The head of the business unit must approve all BSQ data submitted by the school. This is accomplished for the BSQ Employment Module electronically for surveys completed online. Any user that is authorized to complete the BSQ Employment Module for your school can enact survey approval through their account by marking the survey as 'completed and approved.' All users who have been assigned the survey access role are able to submit a survey as completed and approved.

Member Access to Data and Information

Member schools may submit, review, and print their own BSQ Employment Module data on a secure part of the AACSB Web site. It is the responsibility of the school's primary representative to AACSB International (usually the dean) and/or MBA CSEA (for the MBA CSEA section only) to assign access privileges to school personnel using the administration user setup tools in DataDirect provided to the school.

MBA CSEA MBA Survey Sections

In collaboration with [MBA Career Services & Employer Alliance \(MBA CSEA\)](#), AACSB International has incorporated portions of the employment data gathering for the [MBA CSEA Standards](#) into a separate section within the BSQ Employment Module. This section is available to all AACSB International members and MBA CSEA members. If your school is a member of MBA CSEA, this will now be the official data entry point for this information as part of the MBA CSEA Standards. You will no longer be required to enter this data separately for AACSB International and MBA CSEA. The MBA CSEA section is considered optional to AACSB members that are not also MBA CSEA members and is not part of the overall participation requirements for the BSQ Employment Module. If you choose to participate in the MBA CSEA section, your school will receive access to additional data and reports based on that section's data. You can indicate your choice for participation in this section through the Basic Questions portion of the survey.

Non-MBA CSEA Members: [Click here](#) for more information about MBA CSEA, including the Standards for Reporting MBA Employment Data.

All data entered into the MBA CSEA sections must be compliant with the [Standards for Reporting MBA Employment Data](#). For questions about the Standards, [contact MBA CSEA](#).

Confidentiality of Data

Unless otherwise indicated, AACSB and/or MBA CSEA will not publish information that attributes any piece of data reported in the BSQ Employment Module or MBA CSEA section to a specific institution or individual. All sections or questions of this survey marked with † are non-confidential and can be attributed to specific institutions. The majority of items on this survey are considered non-confidential and can be reported on a per school basis.

If there are any questions about this form or submitting data online, contact AACSB Business Education Intelligence by phone at 813-769-6500 or by email at datadirect@aacsb.edu.

Policies Related to – Employment Module MBA CSEA Section

I. Accessing Survey Results

- Schools that complete **BSQ Employment Module: AACSB Sections** minimum requirements will receive:
 - **BSQ Employment Module Overview Report**
 - Free access to the **Benchmarking tools within DataDirect for the BSQ Employment Module: AACSB Sections**, including custom reports, which provide detailed statistical information and comparisons for groups of schools selected by the customer, and the ability to create benchmarking tables, graphs, and custom comparisons through the participation benchmarking access to DataDirect. Benchmarking access is assigned when data are released and remains available to the school until the next year's survey data are released or the school's membership is terminated.
- Schools that complete the **BSQ Employment Module: MBA CSEA Sections** minimum requirements will receive:
 - **MBA CSEA Individual School Report**
 - **Any Reports and Benchmarking Released for the MBA CSEA based on this survey.**
 - **MBA CSEA Section Overview Report**
 - Free access to the **Benchmarking tools within DataDirect for the BSQ Employment Module: MBA CSEA Sections**, including custom reports, which provide detailed statistical information and comparisons for groups of schools selected by the customer, and the ability to create benchmarking tables, graphs, and custom comparisons through the participation benchmarking access to DataDirect. Benchmarking access is assigned when data are released and remains available to the school until the next year's survey data are released or the school's membership in MBA CSEA or AACSB International is terminated.
 - Please note that school-level data available through benchmarking and reports should only be used for internal benchmarking purposes and cannot be shared with third parties by your school.

II. Policies Governing the BSQ Employment Module: All Sections

Uses of Data Reported in This Survey

BSQ Employment Module data will be protected and maintained in the AACSB International database. The data will be used to produce standard reports, make custom benchmarking reports available to members that report data, support research needs, and support the maintenance of accreditation.

Retention of Unfinished Survey Data

Data entered on surveys that have been accepted as complete after AACSB staff review will remain on file for a minimum of 5 years within DataDirect. Any data entered on a survey that is not marked as completed and approved or that has not been reviewed and accepted by AACSB staff within one year of the close of the survey may be removed from DataDirect as part of the unfinished data clean-up process.

Responsibility for Member Participation

The submission, in a timely manner, of all applicable data requested in the BSQ Employment Module is optional and regarded as a responsibility of membership in AACSB and/or MBA CSEA. The submission, in a timely manner, of all applicable data requested in the MBA CSEA MBA section is optional and regarded as a responsibility of membership in MBA CSEA. If there are multiple campuses within one system (e.g., California State University system, State University of New York system, etc.), each campus must complete a separate survey. If the same institution has multiple units with separate AACSB memberships, each must complete a separate questionnaire. Include all data from branch campuses, including those outside of the United States, in one questionnaire submitted by the main campus.

Member Responsibility for the Accuracy of Data and Information

In accordance with AACSB International Articles of Incorporation and Bylaws, a condition of membership by educational institutions in the Association shall be the use of accurate descriptions of programs or degrees offered. In addition, members are responsible for the accuracy of any data and information requested by the Association and/or MBA CSEA. All data collected on the MBA CSEA MBA section must adhere to the [MBA CSEA Standards](#) to be reported accurately. AACSB International will follow up with reporting schools if data from any section seem inconsistent with specified definitions. Schools found to report data that are not consistent with the reporting definitions will not have access to comparative reports until such data are corrected. The head of the business unit must approve all BSQ data submitted by the school. This is accomplished for the BSQ Employment Module electronically for surveys completed online. Any user that is authorized to complete the BSQ Employment Module for your school can enact survey approval through their account by marking the survey as 'completed and approved.' All users who have been assigned the survey access role are able to submit a survey as completed and approved.

Member Access to Data and Information

Member schools may submit, review, and print their own BSQ Employment Module data on a secure part of the AACSB Web site. It is the responsibility of the school's primary representative to AACSB International (usually the dean) and/or MBA CSEA (for the MBA CSEA section only) to assign access privileges to school personnel using the administration user setup tools in DataDirect provided to the school.

MBA CSEA MBA Survey Sections

In collaboration with [MBA Career Services & Employer Alliance \(MBA CSEA\)](#), AACSB International has incorporated portions of the employment data gathering for the [MBA CSEA Standards](#) into a separate section within the BSQ Employment Module. This section is

available to all AACSB International members and MBA CSEA members. If your school is a member of MBA CSEA, this will now be the official data entry point for this information as part of the MBA CSEA Standards. You will no longer be required to enter this data in separate systems for AACSB International and MBA CSEA. The MBA CSEA section is considered optional to AACSB members that are not also MBA CSEA members and is not part of the overall participation requirements for the BSQ Employment Module: AACSB Sections. If you choose to participate in the MBA CSEA MBA section, your school will receive access to additional data and reports based on that section's data. You can indicate your choice for participation in this section through the Survey Status portion of the survey forms.

Non-MBA CSEA Members: [Click here](#) for more information about MBA CSEA, including the Standards for Reporting MBA Employment Data.

All data entered into the MBA CSEA sections must be compliant with the [Standards for Reporting MBA Employment Data](#). For questions about the Standards, [contact MBA CSEA](#).

Confidentiality of Data

Unless otherwise indicated, AACSB and/or MBA CSEA will not publish information that attributes any piece of data reported in the BSQ Employment Module or MBA CSEA MBA section to a specific institution or individual. All sections or questions of this survey marked with † are non-confidential and can be attributed to specific institutions. The majority of items on this survey are considered non-confidential and can be reported on a per school basis.

If there are any questions about this form or submitting data online, contact AACSB Business Education Intelligence by phone at 813-769-6500 or by email at datadirect@aacsb.edu.

Data Collection Collaboration Between AACSB and MBA CSEA

As of the 2014-15 survey data collection year, and in collaboration with MBA CSEA, AACSB International has incorporated portions of the employment data gathering for the MBA CSEA requirements into a separate section within the BSQ Employment Module. This section is available to all AACSB International members. If your school is a member of MBA CSEA, the MBA CSEA section will now be the official data entry point for this information as part of the MBA CSEA Standards. You will no longer be required to enter this data into separate systems for AACSB International and MBA CSEA.

The MBA CSEA section is considered optional for AACSB members that are not members of MBA CSEA and is not part of the overall participation requirements for the BSQ Employment Module: AACSB Sections. If you choose to participate in the separate MBA CSEA section, your school will receive access to additional data and reports based on that section's data.

Both the AACSB sections and MBA CSEA sections of the BSQ Employment Module have separate survey statuses and completion processes. Your school should mark "will complete" in the survey status menu for the AACSB sections and MBA CSEA sections separately if you wish to complete both data entry sections. When you have completed the sections, please mark these as "completed and approved". Only the BSQ Employment Module sections (AACSB Sections or MBA CSEA sections) that have been marked as completed and approved will be reviewed for inclusion in the databases and eligible for the benefits of survey participation.

Policies Related to BSQ Finances Module

Confidentiality of Data

Some data provided on the Business School Questionnaire (BSQ) Finances Module may be reported in ways that attribute the data to your specific school. This data will clearly be denoted by the "†" symbol at the beginning of each paragraph header. Data under those headers not having such a symbol will be considered confidential and may only be reported in the aggregate.

Data Shared on both BSQ and BSQ Finances Module

Some variables on Section C of the BSQ are shared between both the BSQ and the BSQ Finances Module. Any data entered for these variables will appear on both survey forms and will not need to be re-entered on each form.

Uses of Data Reported in This Survey

Data reported in the BSQ Finances Module survey will be protected and maintained in the AACSB International database. The data will be used to produce reports and benchmarking analysis by staff and survey participants.

None of the data, reports, other information, or any combination thereof collected from the BSQ Finances Module constitutes a "consumer report," as that term is contemplated within the Fair Credit Reporting Act, 15 U.S.C. §§ 1681 *et seq.* ("FCRA"). AACSB International is not a "consumer reporting agency" as contemplated within the FCRA. AACSB International expressly disclaims that it assembles, maintains, or makes available a "file," as defined within the FCRA, with respect to any consumer.

Member Responsibility for the Accuracy of Data and Information

Members are responsible for the accuracy of any data and information requested by the Association. AACSB International will follow up with reporting schools if data seem inconsistent with specified definitions. The head of the business unit must approve all data submitted by the school. This is accomplished electronically for surveys completed online. Any user that is authorized to complete the survey module for your school can enact survey approval through their account by marking the survey as 'completed and approved.'

If there are any questions about this form or submitting data online, contact AACSB Knowledge Services by phone at **813-769-6500** or by email at datadirect@aacsb.edu.

Policies Related to Extended Data Module

I. Survey Participation

Schools that complete **BSQ Expanded Data Module** minimum requirements will receive:

- **BestBizSchools (AACSB-accredited schools only):** Updated lead contact information, map location, physical address, and school description fields for your BestBizSchools profile.
- **Public Disclosure of Performance (All AACSB member schools):** Completion of this data establishes your school's information for [Standard 4 – Student Admissions, Progression, and Career Development](#) of the [2013 AACSB Business Accreditation Standards](#). The public performance data provided here may also be displayed on an AACSB informational website to highlight the availability of your school's published performance data. Information about student performance must be reported on the business school website and pertain to graduates of the business school only. Institutional information posted on a university or institutional website will not meet the requirements of AACSB Standard 4.

II. Policies Governing the BSQ Expanded Data Module

Uses of Data Reported in This Survey

Collected data will be protected and maintained in the AACSB International database. The data will be used to produce standard reports and AACSB research, provide custom benchmarking reports where appropriate, update AACSB school profiles, and support the maintenance of accreditation.

None of the data, reports, other information, or any combination thereof collected from the BSQ Finances Module constitutes a “consumer report,” as that term is contemplated within the Fair Credit Reporting Act, 15 U.S.C. §§ 1681 *et seq.* (“FCRA”). AACSB International is not a “consumer reporting agency” as contemplated within the FCRA. AACSB International expressly disclaims that it assembles, maintains, or makes available a “file,” as defined within the FCRA, with respect to any consumer.

Retention of Unfinished Survey Data

Data entered on surveys that have been accepted as complete after AACSB staff review will remain on file for a minimum of five years within DataDirect. Any data entered on a survey module that is not marked as completed and approved or that has not been reviewed and accepted by AACSB staff within three months of the close of the survey may be removed from DataDirect as part of the unfinished data cleanup process.

Responsibility for AACSB-Accredited Member Participation

Participation in the **BSQ Expanded Data Module** is considered **required** for AACSB-accredited schools. If there are multiple campuses within one system (e.g., California State University system, State University of New York system, etc.), each campus with separate AACSB membership or accreditation must complete a separate BSQ and Expanded Data Module. If the same institution has multiple AACSB-accredited units with separate memberships, each must complete a separate questionnaire. Include all data from branch campuses, including those outside of the United States, in one questionnaire submitted by the main campus if these campuses are included as part of a single AACSB membership and accreditation status.

Member Responsibility for the Accuracy of Data and Information

In accordance with AACSB International Articles of Incorporation and Bylaws, a condition of membership by educational institutions in the Association shall be the use of accurate descriptions. In addition, members are responsible for the accuracy of any data and information requested by the Association. AACSB International will follow up with reporting schools if data seem inconsistent with specified definitions. Schools found to report data that is not consistent with the reporting definitions will not have access to comparative reports until such data are corrected. The head of the business unit must approve all **BSQ Expanded Data Module** data submitted by the school. This is accomplished electronically for surveys completed online. Any user that is authorized to complete this survey for your school can enact survey approval through their account by marking the survey as 'completed and approved.'

Member Access to Data and Information

Member schools may submit, review, and print its own data on a secure part of the AACSB Web site. It is the responsibility of the school's primary representative to AACSB International (usually the dean) to assign access privileges to school personnel using the administration user setup tools in DataDirect provided to the school.

Confidentiality of Data

Unless otherwise indicated, AACSB will not publish information that attributes any piece of data reported in the to a specific institution or individual. All sections or questions of this survey marked with † are non-confidential and can be attributed to specific institutions.

If there are any questions about this form or submitting data online, contact AACSB Data Services by phone at 813-769-6500 or by email at datadirect@aacsb.edu.