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**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 50-page limit (excluding tables and appendices) and follows the same format as the iSER.

**Accounting SER Guidelines**

The SER includes the following 5 requirements:

1. Executive summary
2. Profile Sheet
3. Accounting unit’s current strategic plan
4. Standards and Tables (Accounting Tables A2 and A6 and Business Tables 2-1, 3-1, 3-2, 5-1)

*Note: If unit is pursuing initial accreditation concurrently with initial business accreditation or with a CIR business review, the above business tables are NOT required as part of the accounting SER. The accounting unit will need to complete sections B, C and D in Table 2-1 accounting. It can refer to the peer review team to Table 8-1 (business table) for section A of the table.*

1. Addendum Items (including faculty vitae)

**Note: There is a 50-page limit for Section C** (Tables are not included in the 50-page limit)

**A. Executive Summary** The AAC requires you prepare and submit a three to five-page Executive Summary.

The Executive Summary should include the following:

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 accounting mission and strategic plan. (For additional information, please refer to Page 10 in the [2020 Guiding Principles and Standards for AACSB Business Accreditation)](https://www.aacsb.edu/accreditation/standards/business.)
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 the unit’s strategic plan relates to your mission development activities; and,
6. A description of the accounting unit’s strategy around diversity and inclusion and how the unit seeks to represent diverse people and ideas.
7. A written section listing up to five effective practices, which are unique or inherent to the success of your operations.

**B. Profile Sheet**

In addition to the iSER, the unit should prepare and submit a profile sheet. The AAC uses the profile sheet as a brief overview and reference document in their review. The template for the profile sheet is located on the AACSB [[website](https://www.aacsb.edu/educators/accreditation/accounting-accreditation/initial-accreditation).](https://www.aacsb.edu/accreditation/journey/accounting/initial)

**C. Accounting Accreditation Unit Strategic Plan**

Please provide the unit’s strategic plan. The Strategic Plan is not included in the page limit for the iSER.

**D. Standards and Tables**

In preparing the narrative for the SER, the school should review the Definition(s), Basis for Judgement, and Suggested Documentation for each standard located in the *Accounting Accreditation Standards* which can be found [here](https://www.aacsb.edu/educators/accreditation/accounting-accreditation/aacsb-accounting-accreditation-standards).

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

|  |  |
| --- | --- |
| Standard number: (Example A1, A2, etc.) |  |
| Alignment with Standard (Yes/No): |  |
| Response:  |  |
| Actions to be implemented: |  |
| Person(s) responsible: |  |
| Financial resources: |  |
| Timeline: |  |

**E. Addendum Items**

The school may include supplemental documentation in an appendix. Examples may include AoL artifacts and any other pertinent information. Faculty vitae are required.

**Report and appendices submission guidelines:**

* + - * The final SER and accompanying documentation are due to AACSB and the accounting unit’s peer review team no later than 5 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 50 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.