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**Self-Evaluation Report (Business) Submission Guidelines**

**2013 Standards**

When finalizing the Self-Evaluation Report (SER), schools 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 clearly written and transparent in nature.
* Summarizes data where applicable instead of including detailed data sets. Such detailed information may be made available to the peer review team onsite;
* Limits addendum to the items directly relevant to demonstrating standards alignment. Include a separate table of contents document in the addendum section.

**The final SER includes the following 5 requirements:**

1. Executive Summary
2. Standards and Tables 2-1, 2-2, 15-1, and 15-2
3. Strategic Plan
4. Societal impact addendum (see page 3 for additional guidance)
5. Addendum items (including CVs)

**NOTE: There is a 100-page limit for Sections A and B documentation.** (Standards Tables 2-1, 2-2, 15-1 and 15-2 are not included in 100-page limit)

1. **Executive Summary**

The school needs to prepare and submit a three to five-page executive summary, which 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. (For additional information, please refer to Appendix I in the eligibility criteria and accreditation standards for business accreditation at <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 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.

1. **Standards and Tables**

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

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

|  |  |
| --- | --- |
| Standard number: (Example 1, 2, 3…) |  |
| Alignment with Standard (Yes/No): |  |
| Response:  |  |
| Actions to be implemented: |  |
| Person(s) responsible: |  |
| Financial resources: |  |
| Timeline: |  |

 **Please note: For Standards 2 and 15, a separate PDF upload is required for the related tables (Tables 2-1, 2-2, 15-1 and 15-2). These tables are uploaded within the section for each related standard in myAccreditation. These tables are not part of the iSER 100-page limit.**

1. **Strategic Plan**

Provide the school’s current strategic plan as a PDF upload in myAccreditation.

1. **Societal Impact Addendum**

This should be uploaded under the Addendum tab in myAccreditation together with other addendum items. See page 3 guidance.

1. **Addendum Items**

The school may upload supplemental documentation into the Addendum Tab at the top of the school’s dashboard. Examples may include AoL artifacts, CVs, and any other pertinent information.

Attach supplemental documentation as separate pdf uploads in myAccreditation.

**REPORT AND APPENDICES SUBMISSION GUIDELINES**

* The final SER and accompanying documentation must be submitted via myAccreditation by the designated due date reflected in myAccreditation (five months prior to the visit).
* 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 final SER project status will move from “Not Submitted” to “Submitted”.
* A confirmation of receipt will be emailed and the team advised the SER is ready for their review via myAccreditation.

*If a school is seeking supplemental accounting accreditation, a separate* [*accounting final SER*](https://www.aacsb.edu/accreditation/journey/accounting/initial) *must be submitted via myAccreditation.  Should you have any questions, please contact your AACSB staff liaison, whose name is displayed in myAccreditation on the Contacts tab.*

**Societal Impact Addendum**

Schools preparing for a visit under the 2013 standards will be expected to submit a Societal Impact Addendum as an appendix to their final SER. The addendum should address each of the bullets outlined below across the four 2020 business accreditation standards that explicitly address societal impact. There is a ten-page limit for the Societal Impact Addendum. **This addendum should be uploaded under the Addendum tab in myAccreditation.**

**Standard 1: Strategic Planning**

* Describe how the school plans to incorporate societal impact into its strategic plan and explain whether it has already taken steps to address societal impact in its plan. In particular, the strategic plan will be expected to articulate how the school will allocate both human and financial capital to support the school’s aspiration to make a positive contribution to society.
* Describe the school’s plans for ensuring that its mission positively impacts society, business education, the diversity of people and ideas, and the success of graduates.

**Standard 4: Curriculum**

* Provide an overview of the school’s curricular elements (or planned curricular elements) within formal coursework that foster and support students’ ability to have a positive impact on society. Examples of curricular components include specialized finance courses or class sessions that are dedicated to or cover environmental, social, or corporate governance (“ESG”) investing; courses that have students complete consulting projects for nonprofit organizations or provide services such as Voluntary Income Tax Assistance; courses or class sessions that cover sustainability, etc.

**Standard 8: Impact of Scholarship**

* Describe how the school intends to make a positive impact on society through its portfolio of intellectual contributions in the context of its mission.
* Provide an overview of any exemplars of scholarship that have had a positive societal impact, if any to date.
* Describe how the school plans to evaluate its progress against its aspiration for societal impact in the area of scholarship and provide an overview of its plans for the next five years.

**Standard 9: Engagement and Societal Impact**

* Explain how the school plans to demonstrate a positive societal impact through its internal and external activities. In particular, outline the major relationships with external stakeholders that the school, units within the school, faculty, and students have in place; the rationale for the relationships; and the intended outcomes.
* Describe the school’s aspiration for societal impact and explicitly outline how it measures, or intends to measure, progress in this area.
* Explain how the school’s planned engagements with business and broader society aligns with and supports the school’s mission, strategies, and expected outcomes as well as its aspiration to have a positive societal impact.
* Include plans for fulfilling its societal impact aspirations over the next five years.