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**Self-Evaluation Report Submission Guidelines –**

**Business – 2020 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 school’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 6 requirements:

1. Executive Summary
2. Profile Sheet
3. Faculty Qualifications/Sufficiency criteria
4. Strategic Plan
5. Standards and Tables (2-1, 3-1, 3-2, 5-1, 8-1 (required) and 9-1 (optional))
6. Addendum items (including CVs)

**NOTE: There is a 100-page limit for Sections A, B, C and E combined, excluding the tables.** The school can use the ‘Export to PDF’ button on the myAccreditation SER Dashboard to check the number of pages. The Strategic Plan is also not included in the page limit.

1. **Executive Summary**

The IAC requires you prepare and submit a three to five-page Executive Summary.

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. A description of 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’s standards and the achievement of specific objectives;
5. How your strategic plan relates to your mission development activities; and,
6. A description of the school’s strategy around diversity and inclusion and how the school seeks to represent diverse people and ideas in the life of the school.
7. A written section listing up to five effective practices, which are unique or inherent to the success of your operations.
8. An overview of how your school adheres to the Guiding Principles set forth in the *2020 Guiding Principles and Standards for Business Accreditation* document.

Provide the executive summary as a PDF upload in myAccreditation.

1. **Profile Sheet**

In addition to the final SER, the school needs to prepare and submit a profile sheet. The 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](https://www.aacsb.edu/educators/accreditation/business-accreditation/initial-accreditation).

Provide the profile sheet as a PDF upload in myAccreditation.

1. **Faculty Qualifications/Sufficiency criteria**

Please provide the criteria the business school uses to define Participating and Supporting faculty, as well as Scholarly Academics (SA), Scholarly Practitioners (SP), Practice Academics (PA), and Instructional Practitioners (IP).

Provide the criteria as a PDF upload in myAccreditation

1. **Strategic Plan**

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

1. **Standards and Tables**

A separate upload is required for each standard. 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 *2020 Guiding Principles and Standards for Business Accreditation* document. The school should also review the *Interpretive Guidance* document which complements the 2020 Business Accreditation Standards and supplies additional guidance beyond what is provided in the standards document, including examples or sample tables where appropriate. Both documents are found here: <https://www.aacsb.edu/educators/accreditation/business-accreditation/aacsb-business-accreditation-standards>

The tables must be uploaded separately within each individual standard section: Standard 2 (Table 2-1), Standard 3 (Tables 3-1 and 3-2), Standard 5 (Table 5-1), Standard 8 (Table 8-1) and Standard 9 (Table 9-1 which is optional).

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.

**REPORT AND APPENDICES SUBMISSION GUIDELINES**

* The school is also responsible for receiving approval of the SER from the President/Provost (or equivalent), if applicable, to ensure commitment to upholding the standards and continuous improvement as required by the accreditation body.
* 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”.
* 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.