

Accounting and Business PRT Best Practices

Peer Review Team Structure

- The peer review team is one team with two peer review team chairs responsible for two pieces of a visit: business and accounting. Collaboration and collegiality are fundamental components of a successful peer review team visit. The business and accounting peer review team chairs are of equal standing. Each chair operates with the same level of responsibility, ensuring a balanced and comprehensive review process. The business chair does not oversee the accounting chair.
- Typically, there are four members of an accounting and business PRT: a business PRT chair, a business member, an accounting PRT chair, and an accounting practitioner. Schools and peer review teams may request a fifth team member on either the business or accounting side. Additionally, AACSB may determine that adding a fifth member to the business or accounting side is necessary.
- The accounting practitioner will contribute his or her expertise in areas such as curriculum currency and relevancy to practice, new and emerging technologies, engagement with accounting practice, and strategic planning and resources.

Communications

- All PRT members are encouraged and expected to provide feedback on the school's CIR reports in advance of the visit.
- Peer review team pre-visit questions to the school (the dean and the accounting representative) will be channeled through the respective peer review team chairs, the business chair and the accounting chair, as to reduce confusion and redundancy.
- A recommended best practice is a pre-meeting in advance of the visit between the entire team, both business and accounting members.

Business and Accounting CIR Reports

- Since business accreditation serves as the foundation for supplemental accounting accreditation and schools do not have to repeat information in the accounting report that is contained within the business report, the accounting team is expected to read the business CIR report as well as the accounting report to gain the entire picture of the school's alignment with the standards.
 - For example, when determining if the school is in alignment with recommended faculty ratios, the accounting team should look to the business report as the information on faculty qualifications is not duplicated in the accounting report.
- Accounting programs are also included in the scope of the business review and therefore the business team should review these programs as well while knowing the accounting peer review team will conduct an elevated review of the discipline/department.

Peer Review Team Visit Schedule

- The accounting and business chairs will work together, in conjunction with the school, to set the agenda for the visit. That is, the business and accounting PRT chairs should not work separately on the visit agenda. As the visit is a single visit, the two chairs should work together with school leadership to develop a single visit schedule.
- As the peer review team visit is one visit, some meetings will be joint meetings that include both business and accounting team members while others will be split meetings designated solely for the business team and others for the accounting team.
- Meetings that are usually held with both the accounting and business representatives combined and appropriate school participants include:
 - Strategic management
 - Resource management (physical, virtual, financial resources)
 - Faculty management
 - Research engagement and societal impact
 - All introduction and exit meetings

Report Writing and Decisions

- The accounting documentation should refer to the business report where appropriate to avoid redundancies.
- Separate accreditation recommendations are permissible, but the entire team should be aware of the decisions and in agreement.