

## PEER REVIEW PROCESS ROLES AND RESPONSIBILITIES ACCREDITATION CONTINUOUS IMPROVEMENT REVIEWS

### Host Institution

- Review and Refine Strategic Management Plan and complete the Key Data and Accreditation Data Sections of the *Business School Questionnaire* each year
- Submit Continuous Improvement Review Application with signed cover letter requesting review and preferred visit dates by July 1 two years prior to the scheduled year of the visit
- Submit list of peer and aspirant schools from which members might be drawn to serve on the Peer Review Team
- Submit Fifth Year Continuous Improvement Report to the Peer Review Team and AACSB International *no later than 60 days* prior to the visit
- Contact Team Chair and/or Accounting Chair to discuss visit schedule, appointment requirements and confirmation of the appropriate information to be reviewed during the visit
- Assist the Peer Review Team during the visit so that its work can be thorough, expeditious and completed with minimum disruption to the institution
- Participate in the peer review process evaluation

### Team Chair

- Ensure team performs as a cohesive unit and conducts peer review in a professional manner
- Maintain peer review focus on assessing quality and continuous improvement in relation to host school's mission
- Serve as a knowledgeable resource on the accreditation standards and peer review process
- Understand the institution's and academic unit's mission and objectives
- Review thoroughly the Fifth Year Continuous Improvement Report
- Plan a comprehensive visit in consultation with the host dean/accounting administrator
- Determine how the established processes ascertain attainment of the mission and assure quality programs and continuous development and improvement
- Provide consultation that encourages and challenges the institution
- Make accreditation recommendation consistent with team report
- Provide team report *within 10 days of the visit*
- Participate in the peer review process evaluation

### Team Member

- Understand the academic unit's mission, objectives and its degree programs
- Be fully informed about the accreditation standards and peer review process
- Provide clarification to the school on the philosophy and intent of the accreditation standards and their interpretation
- Ascertain that the established structure and processes of the accredited member assure continuous development and improvement
- Make accreditation recommendation consistent with team report
- Assist in preparing the team report
- Provide consultation when requested
- Maintain appropriate confidentiality throughout and following the process

- Participate in the peer review process evaluation

#### **Accreditation Committee Liaison**

- Serve as principal point of contact and communication between the Accreditation Committee and the team
- Correspond with the team Chair to gain understanding of team visit and recommendation
- Lead the Accreditation Committee discussion on the team's accreditation recommendation and report

#### **Accreditation Committee**

- Manage the peer review and accreditation process consistent with the policies and procedures established by the Accreditation Council and Board of Directors
- Appoint Peer Review Team Chair and members upon receipt of peer and aspirant groups from accredited member's application
- Review the Peer Review Team's visit report(s) and accreditation recommendation and concur or remand the recommendation for reconsideration
- Transmit accreditation recommendation(s) to the Board of Directors