**CIR Report Template – 2020 (Business) /2018 (Accounting)
Outline and Guidelines**

The Continuous Improvement Review process is a holistic review, principles-based review centered around the themes of the accreditation standards **– Engagement – Innovation – Impact**. The Continuous Improvement Review report is not intended to be a standard-by-standard review, but rather, the report is organized around an institutional overview to establish the current context in which the accounting academic unit exists and the following three areas of the business accreditation standards:

* Strategic Management and Innovation for Accounting Academic Units
* Accounting Learning and Teaching
* Accounting Academic and Professional Engagement and Professional Interactions

Each of the items below is a separate PDF upload in myAccreditation. The following is more information about each of the five items.

1. Executive Summary
2. CIR Report (between 25 and 50 pages – appendices are uploaded in #5 below, Addendum)
3. Tables (A2-1 Parts B-D and A6)- *Tables A2-1 Parts B-D and A6 may be uploaded in PDF or Excel format*
4. Strategic Plan
5. Addendum (optional)

# SUBMISSION GUIDELINES FOR YOUR CIR REPORT

* Prior to submitting your report and supporting documentation, please review your school’s scope as listed on the Scope tab in myAccreditation. If changes are necessary, please contact your AACSB Accreditation Staff Liaison.
* 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 CIR project status will move from “Not Submitted” to “Submitted.”
* With the implementation of myAccreditation, one of AACSB’s goals is to become more sustainable. Therefore, you are no longer required to provide hard copies of submitted items to the peer review team. However, should a review team member make such a request, the school should work directly with the team member making the request.
* Should you have any questions, reach out to your AACSB staff liaison, which is noted in myAccreditation on your “Contacts” tab.

**ITEM#1: EXECUTIVE SUMMARY**

Provide a three to five-page executive summary. The executive summary should include the following topics:

1. A one paragraph to one-page description of your mission and objectives;
2. 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.
4. A summary of self-assessed strengths and weaknesses as they relate to the AACSB Accounting standards and the achievement of specific objectives;
5. Describe how your strategic plan relates to your mission development activities; and,
6. List up to five effective practices, which are unique or inherent to the success of your operations.

Note: Any items included in the business CIR executive summary do not need to be duplicated in the accounting executive summary.

**ITEM #2: CIR REPORT GUIDELINES**

Between 25 and 50 pages is usual and customary - no more than 50 pages. Any appendices to the report should be uploaded into the Addendum section of myAccreditation. Because there are specific places to upload the strategic plan and executive summary, it is expected that the number of appendices will be small. Ensure that while the report tells the story since your last peer review visit, significant attention is paid to forward-looking challenges and goals.

# OVERVIEW

1. Provide a concise (1-2 pages) situational analysis that allows the peer review team to better understand the context, organizational structure, current environment, and specific challenges relative to the accounting academic unit.
2. Describe how the accounting unit has addressed any issues identified from the prior peer review visit as captured in the decision letter from the board of directors. Please cite the specific standard you were asked to address.
3. If the accounting unit filed any substantive change request(s) since the last peer review visit, please provide a concise summary of the request and current status of the situation, including how the school incorporated the advice given by the Accounting Accreditation Committee (AAC). (Indicate N/A if the school has not filed a substantive change request since the last peer review visit.)
4. **Consultative Guidance:** A great advantage to having a peer review visit is the host school may seek advice from the peer review team on specific challenges the school is facing. In this section, identify any such areas the unit would like the peer review team to provide consultative advice on. The peer review team may or may not have direct experience with the challenge identified by the school but may give the school guidance on other resources the school could consult.
5. **New Degree Programs:** Provide a list of accounting degree programs, including level of degree, begun since the previous accreditation review.

**II. Three Areas of the Accounting Accreditation Standards – Past and Future Look**

**A. Strategic Management and Innovation for Accounting Academic Units**

i) Describe the strategic management planning process of the accounting academic unit in relation to (or in the context of) the school, including

* Identification of the unit’s mission statement and major strategic initiatives,
* How the strategic plan is used to inform the school’s decision-making processes,
* The process for monitoring success towards planned initiatives,
* How regularly the plan is updated, by whom, and when,

ii) If applicable, provide accounting graduates’ performance on professional certification/licensure examinations, and compare those results with those from peer institutions and against national norms.

iii) Complete Table A2-1 Parts B, C and D only. Part A is included in Table 8-1 in the business report. Describe processes to encourage faculty to produce high-quality and impactful intellectual contributions. Describe how the accounting unit collaborates with external stakeholders to create scholarship that informs theory, policy and/or practice of business.

iv)Describe the accounting unit’s financial model in relation to (or in the context of) the school including the primary sources of operational funding and how these funds are applied. Summarize current trends related to these resources since the last AACSB review. Identify 1 to 5 key strategic action items and the financial resources to achieve them. Include anticipated sources and timing of funding (see Standard A3).

**B. Accounting Learning and Teaching**

i) Describe the unit’s processes for ensuring the accounting degree programs address the specific expectations related to the accounting discipline. When was the core, or base curriculum last updated and how?

ii) Describe the strategies deployed to develop accounting students and faculty competencies in learning relevant technology skills especially in the three primary areas of Information Technology, Data Analytics, and technological agility. What are the unit’s plans for incorporating future technologies?

iii) Provide an overview of major curricula revisions that have occurred since the last review. Describe how competencies and curricula reflect the input of stakeholders (i.e. employers, alumni). What curriculum revisions are planned for the future?

iv) Provide a robust description of the accounting unit’s assurance of learning (AoL) program, including:

* When and how measures are collected,
* How accounting faculty are meaningfully involved in assurance of learning,
* A description of where the unit uses direct vs. indirect measures,
* Describe how the curriculum was revised due to the school’s AoL process,
* Discuss areas where learners have not met the competency goals set and how the unit takes action in such cases,
* Be prepared for the peer review team to spot check on site AoL plans for any given degree program, competencies, and measures of success. AoL plans should exist for each degree program.

v) Describe how your learner demographics and enrollment trends have changed over time. What are the implications for your future strategies in recruitment and retention of learners?

vi) Summarize how high-quality teaching is encouraged, supported, and developed. Summarize continuous improvement activities for faculty focused on teaching enhancement.

**C. Accounting Academic, Professional Engagement and Professional Interactions**

i) Describe the unit’s strategies supporting accounting faculty engagement with the practice of accounting and provide examples of faculty engagement with the profession. Examples may include consulting, executive education development and presentation, professional education experiences, and faculty internships.

ii) Describe the professional accounting credentials (including certifications, qualifications, and licenses) held by the unit’s faculty, as well as their experience in the field and the accounting unit’s support for attaining and maintaining professional credentials.

iii) Summarize policies guiding faculty in support of the qualifications to support mission achievement and to be relevant and current for the classroom teaching responsibilities.

# ITEM #3: ACCOUNTING STANDARDS TABLES

Attach the following AACSB tables as separate PDF or Excel uploads in myAccreditation.

* Table A2-1 (Parts B-D only)
* Table A6

# ITEM #4: STRATEGIC PLAN

Attach the accounting academic unit’s current strategic plan as a separate PDF upload in myAccreditation.

**ITEM #5 ADDENDUM (optional)**

The school may upload supplemental documentation into the Addendum Tab. Examples may include AoL artifacts, CVs, and any other pertinent information. Such artifacts may also be linked within a document as opposed to the actual document(s) residing in the addendum (for example, CVs can be maintained on the school’s website and a link provided herein to that location for the peer review team). Please note that faculty CVs are expected to be available for PRT review.

Attach supplemental documentation as separate pdf uploads in myAccreditation.