

**Continuous Improvement Review (CIR) Application (Business)**

The purpose of this application is to initiate the Continuous Improvement Review (CIR) process for accreditation and to provide updates to the areas to address identified from the school’s previous review; adjustments to strategic goals and financial resources; updates on faculty resources and assurance of learning; enrollment data; and a summary of initiatives that demonstrate societal impact. The application is subdivided into four parts:

* Part I School Information
* Part II Continuous Improvement Update
* Part III Scope of Accreditation
* Part IV Review Schedule and Comparison Groups

CIR applications are due by July 1st, two years prior to the review year. Applications are reviewed by AACSB staff upon receipt for content and completeness. You will receive an acknowledgement of receipt of your CIR application from AACSB, which will include particular areas of concern identified by staff, if applicable. If responses are determined to need further review, the application will be referred to the Continuous Improvement Review Committee (CIRC). Applications are also available to the Peer Review Team in myAccreditation. AACSB reserves the right to accelerate a school’s visit based on information supplied in the application, or through other channels.

**Please note:** For schools that hold both business and supplemental accounting accreditation, separate business and accounting CIR applications must be submitted by the July 1st deadline. CIR applications should not exceed 20 pages.

**PART I – School Information**

|  |  |
| --- | --- |
| Name of School |  |
| Name of Business Unit |  |
| Name/Title of Business Unit Head (Dean or equivalent) |
| Name/Title of Provost or equivalent (Academic Vice President, etc.) | Name/Title of Chief Executive Officer or equivalent (President, Chancellor, etc.)  |

Please note there is a submission approval confirmation requirement in myAccreditation. A checkbox confirmation of the following statement replaces signatures: The Head of the Business School and the institution’s administration have reviewed this information. The Institution’s administration confirms that the information in the document is trustworthy and accurate.

Please review your school’s general information as listed on the “General Information” tab in myAccreditation and confirm whether the information is correct.

[ ]  I confirm the information listed on my school’s general information tab in myAccreditation is correct and current.

[ ]  The information listed on my school’s general information tab in myAccreditation is NOT correct. *Please provide a brief summary below of what information needs updating and an AACSB staff member will contact you.*

The business standards expect schools to show faculty sufficiency and qualifications by discipline, with disciplines defined by the school in the context of their mission. Please list the disciplines selected by your school for this purpose (e.g., for Tables 3-1 and 8-1) below.

☐ I would like to discuss the planned discipline structure for my school with my AACSB staff liaison.

**PART II – Continuous Improvement Update**

1. Describe the school's actions that have been taken and progress to date in responding to “areas that must be addressed prior to or at the time of the next review” stated in the official correspondence from the Board of Directors from the most recent AACSB accreditation review. For each response, please note the standard(s) that corresponds to the addressed concern.

|  |  |
| --- | --- |
| Associated Standard & Issue | Update |
|  |  |
|  |  |

*Insert additional rows as needed*

1. Briefly describe key updates to the school’s strategic plan since the last visit, including any changes to the school’s mission. Describe how the current plan is used to inform decision-making at the school.
2. Address any changes in funding available to the school and the impact of these changes, if any, on the school, its mission, and degree programs. Additionally, describe any trends in enrollment, including any degree programs for which enrollment is declining and a narrative to explain how high-quality outcomes are being sustained in such programs.
3. Provide faculty qualification and sufficiency ratios by discipline (aggregated by discipline and not by individual faculty member) for the most recently completed academic year. Provide an explanation for any discipline that does not align with the expectations of Standard 3 and describe the school’s plans for aligning with the standard by the time of the next visit.

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline | Participating Ratio | SA Ratio | SA+PA+SP+IP Ratio |
|  |  |  |  |

1. Summarize curricula and process changes made as a result of the school’s assurance of learning (AoL) process. Please identify any degree programs in which the school did not meet its learning targets and describe the school’s strategies for addressing these deficiencies.
2. Identify the school’s societal impact focus area(s) and provide a summary of outcomes achieved since the last visit. Discuss how the school’s chosen focus area(s) is linked to and supported by the school’s mission.
3. Substantive Changes Since Last Visit[[1]](#footnote-2)
4. Has the school filed a substantive change notice with AACSB since the last accreditation visit?
5. Has the school experienced any substantive change for which AACSB has not yet been notified? If yes, please explain and describe your plans for filing a substantive change notice with AACSB.

**PART III – Scope of Accreditation**

**Degree Programs in Business to be Included in the Accreditation Review**

Refer to the **Scope Tab** on your school’s myAccreditation dashboard. The scope tab lists the degree programs that will be included in your school’s review. Unless approved for exclusion, all business degree programs offered through the business school and other academic units within your school should be included in the scope of accreditation.

Between now and the time of your visit, additional programs may be added to the scope of review. These programs can be added to the most recently completed BSQ. Please contact your AACSB staff liaison if the BSQ is closed and cannot be accessed.

[ ]  By checking this box, I confirm the programs listed on my school’s Scope tab as included in scope in myAccreditation are current.

[ ]  By checking this box, I confirm the programs listed on my school’s Scope tab in myAccreditation is NOT current.

**Previous Degree Programs Excluded from the Accreditation Review**

Confirm **all** degree programs in business previously excluded from review are listed in myAccreditation.

[ ]  By checking this box, I confirm the programs excluded from scope listed in myAccreditation are correct.

[ ]  By checking this box, I confirm there are no new exclusions for scope of accreditation currently.

**New Degree Programs to be Excluded from the Accreditation Review**

In Table A.1, list new degree programs, not previously reported, for which you intend to seek exclusion from the accreditation review. Schools must provide a Program Exclusion Request Form for each new degree program exclusion. Complete items a through d of the form. All request forms are to be included with this application.

The Program Exclusion Request Form is in Appendix A. More in-depth information on the basis for exclusion are in the 2020 Guiding Principles and Standards for AACSB Business Accreditation, which can be found at <https://www.aacsb.edu/accreditation/standards/business>.

**Table A.1 New Degree Programs to be Excluded from Review:**

*Please complete the table below. A Program Exclusion Request Form (Appendix A) must be completed for each of the programs listed below.* ***Do not*** *list previously excluded programs.*

|  |  |  |  |
| --- | --- | --- | --- |
| Degree Title1 | **Major Emphasis1** | **Sub Emphasis1** | **Department/****Division/****Administrative Unit Conferring Degree2** |
|
|  |  |  |  |
|  |  |  |  |

*\*Insert additional rows as needed[[2]](#footnote-3)*

**PART IV: Review Schedule Request and Review of Comparison Groups**

**Review Schedule Request**

We request a peer review team visit in:

|  |  |
| --- | --- |
| Visit year (July 1 – June 30) | Rank (in order of preference) |
| July 1 – December 1 |  |
| January 15 – March 31 |  |
| April 1 – June 30 |  |

*Specific visit dates along with team member nominations will be requested after the first of the year.*

**Comparison Groups**

Confirm all comparison groups listed in myAccreditation are correct***.*** Please contact your AACSB staff liaison if there is a need to make any updates between now and the time of your visit.

[ ]  By checking this box, I confirm the Comparison Groups listed in myAccreditation is correct.

[ ]  The Comparison Groups listed in myAccreditation is NOT correct. Please list below what information needs correcting. An AACSB staff member will advise when the update has been made. Please note, only AACSB accredited schools will appear.

**Appendix A**

**Program Exclusion Request**

Complete every section of the form and submit a separate copy of this form for each degree program for which exclusion from the AACSB accreditation review is requested.

\* **Name of School**:

\* **Name and Title of Person Completing Form**:

\* **Full Title and Descriptive Information for Program for which Exclusion is being requested**:

**Bases for exclusion:**

Provide a brief, clear description of how the program satisfies the exclusion requirements, and include supporting evidence, such as the program’s curriculum online or in a catalog and other promotional collateral. The school should:

1. summarize the business content included in the degree curricula;
2. provide a calculation of the percentage of business content within the degree program and a link to the program’s curriculum;[[3]](#footnote-4)
3. describe how the degree is marketed and promoted as compared to the other business programs at the school;
4. explain the degree to which the business unit controls the operations of the program (e.g. program design, faculty hiring, learner selection and support, curriculum design, etc.).
1. For additional information, view [AACSB Substantive Change Policy](https://www.aacsb.edu/-/media/documents/accreditation/policies/substantive-change.pdf?rev=3991e13009db4f02aaf0d6e687958816&hash=40CA5B01BB171DDE53514F6C0BD64860). [↑](#footnote-ref-2)
2. 2 Regardless of what colleges, schools, departments, or divisions collaborate to deliver or administer the degree, please indicate the administrative unit which *confers* the diploma (i.e. College of Business, College of Liberal Arts and Sciences). [↑](#footnote-ref-3)
3. 1 The percentage of business content is calculated by dividing the maximum total number of business credits that can be taken in a degree (including electives) by the total number of credits required to earn the degree. For example, a 120-hour bachelor’s degree with 30 or more hours of business credits (25%) would normally be included in scope unless an exclusion request is granted by the appropriate AACSB committee. Additionally, a 36-hour master’s degree with 18 or more hours of business credits (50%) would normally be included in scope unless an exclusion request is granted by the appropriate AACSB committee. [↑](#footnote-ref-4)