

PEER REVIEW PROCESS ROLES AND RESPONSIBILITIES FOR THE INITIAL ACCREDITATION VISIT

Host School

- Nominate individuals who are deemed eligible to serve on the school's peer review team.
- Once appointed, confer with chair to discuss assistance desired and optional previsit to campus.
- Conduct a self-evaluation with respect to the accreditation standards consistent with the school's mission and objectives.
- Submit copies of the school's self-evaluation report to team members and applicable accreditation committee through myAccreditation (4 months before the visit).
- Contact team chair (and/or accounting chair, if applicable) to discuss visit schedule, and confirmation of the appropriate information to be prepared before and reviewed during the visit.
- Receives the previsit analysis (45 days before the visit) and provides a response to the team for item(s) requested prior to the visit, and prepares any additional information requested for onsite review.
- Assist the peer review team during the visit so that its work can be thorough, expeditious, and completed with minimum disruption to the institution.
- Complete the Host School Peer Review Visit Evaluation to AACSB.

Team Chair – Self-evaluation (SER) Period

- Assume the advising role from the mentor.
- If conducting a previsit in the self-evaluation period, ask questions that encourage the school to define its processes, activities, outcomes and feedback for continuous improvement.
- Understand the school'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.
- Interact with the school's dean (and/or accounting administrator, as applicable) to identify and ensure desired consultative assistance.
- Keep accreditation committee and AACSB staff liaison informed of advising activities.

Team Chair – Previsit Period

- Serve as a knowledgeable resource on the accreditation standards and peer review process to the school and team.
- Review thoroughly the final self-evaluation report found in myAccreditation.
- Determine how the established processes ascertain attainment of the mission and assure quality programs and continuous development and improvement.
- Gauge the team's understanding the institution's and school's mission and objectives and seek clarifications.
- Develop previsit analysis for host institution in consultation with team members and the accreditation committee through myAccreditation.
- Plan a comprehensive visit in consultation with the host dean (and/or accounting administrator, as applicable).
- Provide consultation that encourages and challenges the institution.

- Participate as a team member in the peer review visit and development of the team's accreditation recommendation consistent with the team report.

Team Members

- Perform as a cohesive team and conduct peer review in a professional manner.
- Maintain peer review focus on assessing quality and continuous improvement in relation to host school's mission.
- Review thoroughly the final self-evaluation report found in myAccreditation.
- Understand the mission and objectives of the institution and school.
- Determine the facts on which accreditation assessment is based.
- Analyze the applicant's achievement of each accreditation standard based on the team's determination of facts.
- Assist team chair with development of the previsit analysis of the host institution.
- Ascertain that the established structure and processes of the applicant assure continuous development and improvement.
- Determine how the applicant fulfills its mission and objectives with respect to the accreditation standards in achieving overall high quality.
- Make an accreditation recommendation.
- Provide consultation when requested.
- Maintain appropriate confidentiality throughout and following the process.

Accreditation Committee Reviewer

- Serve as principal point of contact and communication between the accreditation committee and team.
- Conduct the review of the draft of the previsit analysis through myAccreditation and provide feedback to the team.
- Lead the accreditation committee review and discussion on the team's accreditation recommendation and report.

Accreditation Committee and Board of Directors

- Manage the peer review and accreditation process consistent with the policies and procedures established by the Accreditation Council and board of directors.
- Appoint team chairs/ accounting chairs and peer review team members (upon receipt of nominations from schools).
- Review the peer review team draft previsit analysis.
- 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.
- When the board of directors ratifies a recommendation for initial accreditation, the institution is accredited and joins the AACSB Accreditation Council, with a continuous improvement visit to occur in year five.
- The board of directors will send official notification to the institution, including a decision letter and accreditation certificate. AACSB does not publicize the names of institutions to which the Board denies accreditation.