**Sample Virtual Mentor Schedule**



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| **Host Time****(UTC +8)** | **Mentor Time UTC+2****(Berlin)** | **Event** | **Focus** | **Participants** | **Location** |
| **Day 1** |
| 2:00pm | 8:00am | Meet with Dean (Head of the School or equivalent position)and keyadministrators | Set expectationsDiscuss any Guiding Principles and Scope of Accreditation & issues from Eligibility Application decision | Dean and key administrators | Virtual link |
| 3:00pm | 9:00am | Meeting with the Chief | Brief introduction | Chief Academic Officer and |  |
|  |  | Academic Officer and |  | Dean |
|  |  | Dean |  |  |
| 3:45pm | 9:45am | Break |
| 4:00pm | 10:00am | Working Session and Faculty Overview, Discussion of AACSBProcesses | * Overview of: Faculty Organization and Structure
* Management processes and quality control processes
* Societal Impact
 | Dean (Head of School or equivalent position) and other key individuals |  |
|  |  |  |  |  |
| **End of Day 1**SampleVirtualVisitSchedule\_ Mentor\_20221130 |

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| **Day 2** |
| 2:00pm | 8:00am | Participant Standards | * Faculty

Composition* Review of staff evaluation and development
* Faculty

reappointment process | Dean, Head of School or equivalent position, andother individuals deemed appropriate by institution |  |
|  |  |  | * Faculty sufficiency and faculty qualifications
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|  |  |  | * Summary of workforce planning process and goals
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|  |  |  | * Student characteristics
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| 3:30pm | 9:30am | Break |
| 4:00pm | 10:00am | Meeting with chairs | Introduction, roles and responsibilities, | Associate Dean, Program or |  |
|  |  | or heads of programs | accreditation system | Department Heads/Chairs, or other faculty |
|  |  |  |  | members |
|  |  |  |  | deemed |
|  |  |  |  | appropriate by |
|  |  |  |  | the school |
| 5:00pm | 10:00am | Break |
| 5:15pm | 10:15am | Meeting with professional staff | Introduction, roles and responsibilities, accreditation system | Staff as deemed appropriate by the school |  |
| **End of Day 2** |

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| **Day 3** |
| 2:00pm | 8:00am | Academic and Professional Engagement | Student, professional and community engagement activities | Dean or Head of School, Associate Dean or equivalent and other individuals deemed appropriate by institution |  |
| 2:45pm | 8:45am | Learning and Teaching Standards | * Assessment of learning
* Degree programs
* Curriculum and resources
 | Dean, Associate Dean (Academic), AoL, and Curriculum Committees |  |
| 4:15pm | 10:15am | Break |
| 4:30 | 10:30 | Follow-up meeting | * Additional questions, issues
* Identified gaps
* Working plan
 | Mentor and Dean and key accreditation team |  |
| 5:30pm | 11:30am | Exit Discussions | * Expectations
* Timeline and next steps
 | Chief Academic Officer, Deanor Head of School, Deputy Head of School or Associate Dean, orthose deemed appropriate byinstitution |  |
| **End of Day 3** |
| **Visit Concludes** |