

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

### **Host Institution**

- Review and Refine Strategic Management Plan. Each year complete the required annual BSQ Survey Modules.
- Submit via myAccreditation the Continuous Improvement Review Application(s). Provide update on progress made on items raised by prior peer review team, preferred visit dates and an updated (if necessary) list of peer and aspirant schools from which members might be drawn to serve on the peer review team.
- Submit Continuous Improvement Review (CIR) Report(s) via myAccreditation *no later than 60 days* prior to the peer review visit.
- Contact Team Chair and/or Accounting Chair to discuss visit schedule, team's preferences for meeting topics/appropriate attendees and additional data and information required for review during the visit.
- Be available for 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 peer review process evaluation survey.

### **Team Chair**

- Ensure team performs as a cohesive unit and conducts peer review in a professional manner.
- Maintain focus on a principles-based review while 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.
- Participate in AACSB training for peer review team chairs.
- Understand the institution and academic unit missions, strategic initiatives and goals.
- Review thoroughly the CIR report and encourage team members to do the same.
- Plan a comprehensive visit schedule in consultation with the host dean/accounting administrator.
- Determine how the established processes enable attainment of the school's mission; assure quality programs; and support continuous improvement.
- Provide consultation that encourages and challenges the institution.
- Make an accreditation recommendation that is supported by the content within the team report.
- Provide team report *within 10 days of the visit* via the myAccreditation portal.
- Maintain appropriate confidentiality throughout and well beyond the completion of the review.
- Complete the peer review process survey evaluation.

### **Team Member**

- Understand the academic unit's mission, strategic initiatives, goals and its degree programs.
- Be fully informed about the accreditation standards, principles-based focus and peer review process.
- Participate in volunteer training for peer review team members.
- Provide clarification to the school on the philosophy and intent of the accreditation standards.
- Ascertain that the established structure and processes of the host school assure continuous improvement and support strategic initiatives.
- Make accreditation recommendations that is supported by the content within the team report.
- Assist in preparing the team report.
- Provide consultation that encourages and challenges the institution.
- Maintain appropriate confidentiality throughout and well beyond the completion of the review.
- Complete the peer review process survey evaluation.

### **Readers - Continuous Improvement Review Committee/Accounting Accreditation Committee**

- 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 resulting recommendation.
- Submit in a timely fashion Consent/Discussion form(s) for each school assigned.
- For assigned schools lead the accreditation committee discussion on the team's accreditation recommendation and report.

### **Members - Continuous Improvement Review Committee/Accounting Accreditation Committee**

- Manage the peer review and accreditation process consistent with the policies and procedures established by the Accreditation Council and Board of Directors.
- Based on committee reader's input, committee members vote to concur with the team recommendation or remand the case back to the peer review team for additional information.
- Forward the accreditation recommendation(s) to the Board of Directors for their vote.