IACBE

Advancing Academic Quality in Business Education Worldwide

Guidelines
for
Accreditation Site Visits

International Assembly for Collegiate Business Education

TABLE OF CONTENTS

INTRODUCTION

This handbook contains guidelines to be followed by both academic business units[1] and members of site-visit teams as they prepare for accreditation site visits. The handbook describes site-visit logistics, costs, scheduling, ethical considerations, and responsibilities of academic business units and site-visit team members. An overview of the site-visit process can be found in Appendix A.

TERMINOLOGY

Site-Visit Coordinator: The designated contact person at the institution who coordinates the logistical arrangements for the site visit.

Site-Visit Chair: The peer reviewer who is responsible for coordinating the efforts and activities of the site-visit team.

Staff Consultant: A member of the IACBE staff who participates in the site visit as a non-decision-making consultant to both the academic business unit and the site-visit team; institutions located in the United States are encouraged to include a staff consultant as a site-visit team member, whereas site visits to institutions located outside of the United States will include a staff consultant as a member of site-visit teams.

SITE-VISIT COSTS AND PAYMENT PROCEDURES

Academic business units are responsible for paying all of the costs directly associated with site visits.

The IACBE will invoice the institution in advance for the accreditation application fee. The application and fee should be remitted to the IACBE at least a year prior to the site-visit.

Site-Visits to Institutions in the United States: The costs associated with accreditation site visits will vary depending on the institution's location and the size of the site-visit team. These costs include the accreditation application fee plus travel, meals, and hotel expenses for the site-visit team. Normally a two-person site-visit team is used for institutions located in the United States. These team members are paid an honorarium for their work. The chair of the team is paid $300 per day and the other team member is paid $200 per day. The staff consultant, if included as a member of the site-visit team, does not receive an honorarium.

After the site visit has taken place, members of the site-visit team will file an expense report with the IACBE documenting other travel expenses, such as transportation to and from their home airports, parking charges at their home airports, meals in route, and transportation while on the site visit (if applicable). The IACBE will then invoice the institution for these expenses, along with the airfares and honoraria for site-visit team members. The institution should not make any direct payments to members of the site-visit team. Reimbursements to the IACBE should be made by the institution within 30 days for all of the invoiced costs of the site visit.

---

[1] Throughout this document, the term "academic business unit" is used to designate the principal organizational unit responsible for the administration of the business programs of the institution, whether that unit is a department, division, school, college, faculty, or other organizational structure.

Estimated costs of site visits to institutions in the United States can be found on the IACBE website at: www.iacbe.org/costs-and-fees.asp.

Site-Visits to Institutions Outside of the United States: The institution must pay the costs of the site visit at least 90 days in advance of the visit. The IACBE will invoice the institution for the estimated costs of the visit. Following the visit, a final accounting will be provided that will include either a final billing or credit. Costs may be paid by credit card or wire transfer.

The costs of a site visit include the accreditation application fee plus travel, meals, and hotel expenses for the site-visit team. A three-member team is used for visits to institutions located outside of the United States. This team includes two trained peer reviewers and a staff consultant from the IACBE. The peer reviewers on the site-visit team receive honoraria totaling $500 per day (the chair is paid $300 per day and the other team member is paid $200 per day). The staff consultant does not receive an honorarium.

Estimated costs of site visits to institutions outside of the United States can be found on the IACBE website at: www.iacbe.org/costs-and-fees.asp.

SITE-VISIT LOGISTICS

Submission of Self-Study Materials: A preliminary draft copy of the self-study must be submitted to IACBE headquarters at least 150 days prior to the site visit. IACBE staff will review the draft self-study for completeness and accuracy. Any missing information and inaccuracies will be communicated in writing to the academic business unit, which will then revise its self-study accordingly to ensure that it is complete, addresses all Accreditation Principles, and is in the appropriate format with accurate tables. The completed self-study must be submitted to IACBE headquarters at least 60 days prior to the site visit. No explicit site-visit travel arrangements will be made and no site visits will be conducted until the IACBE has received a complete and accurate self-study.

Site-Visit Planning: Members of the site-visit team and the site-visit coordinator should follow the procedures listed below in planning for the site visit:

1. Site-visit team members will normally arrive the afternoon or evening before the first day of the official site visit. Visits to a single instructional location of institutions located in the United States normally take two days, and visits to a single instructional location of institutions located outside of the United States normally take three days. If an institution has complex programs or multiple instructional sites, more time and/or additional team members may be required for the site visit. The site-visit coordinator should make hotel reservations (single rooms) for each member of the site-visit team.[2] Rooms, meal charges, and internet access fees should be direct-billed to the institution. Once hotel accommodations have been arranged, the site-visit coordinator should provide the site-visit team members with confirmation numbers and details regarding transportation from the airport to the hotel.

2. The site-visit coordinator should communicate with the site-visit team regarding transportation between the hotel and the institution, and from the institution to the airport on the final day of the visit.

---

[2] Mid-scale business hotels are preferred, such as Courtyard by Marriott, Embassy Suites, Fairfield Inn, Hilton Garden Inn, Comfort Suites, Wingate, Hampton Inn, etc. Both budget hotels and high-end hotels should typically be avoided (although high-end hotels are preferred to budget hotels if those are the only choices available).

3. Site-visit team members will notify IACBE headquarters of their preferred flight schedules. IACBE staff will then book the flights for the team members and will invoice the institution for the airfares along with the other direct costs associated with the site visit (see Site-Visit Costs and Payment Procedures above). Once the flights have been booked, the IACBE will communicate the flight arrangements and confirmation numbers to the site-visit team and the site-visit coordinator. This procedure allows the IACBE to obtain the best possible airfares.

SITE-VISIT AGENDA

The IACBE site-visit team will be available to meet with students, faculty, administrators, alumni, employers, and business advisory board members during the site visit. These meetings should be scheduled for approximately one hour each. The site-visit coordinator, in cooperation with the site-visit chair, will prepare an agenda for the site visit. Examples of site-visit agendas are provided in Appendices B and C of this handbook. It is important that the agenda include the following elements:

1. A meeting with the primary representative of the academic business unit; this is normally the first meeting on the agenda.

2. A meeting with the president and the chief academic officer of the institution; this is normally the second meeting on the agenda.

3. A meeting with the institution's outcomes assessment/quality assurance coordinator to review the institution's outcomes assessment plan and the results from implementing the plan.

4. A meeting with the academic business unit's outcomes assessment coordinator to review the academic business unit's outcomes assessment plan and the results from implementing the plan; in this review, the "*Key Content Areas of an Outcomes Assessment Plan*" will need to be addressed. A copy of this document can be downloaded from the IACBE website at: www.iacbe.org/oa-documents.asp.

5. A meeting with business faculty members; administrators, including the primary representative of the academic business unit, normally should not participate in this meeting.

6. A meeting with students who are enrolled in the business programs; the site-visit coordinator should attend this meeting just long enough to introduce the site-visit team and the students, and then should allow the site-visit team to meet with the students without faculty or staff present.

7. A tour of the institution, with a focus on the library, classrooms used by business students, computer labs used by business students, and business faculty offices and facilities.

8. Work time for the site-visit team to evaluate the self-study; the site-visit coordinator and/or the primary representative of the academic business unit should be available to the team during the work time; 3-4 hours should typically be allotted for these activities.

9. On the final day of the site visit, the site-visit team will need approximately 3-4 hours of work time to complete the self-study evaluation and prepare for the exit interview.

10. Exit interview with interested parties, such as the primary representative of the academic business unit, the site-visit coordinator, the president, the chief academic officer, and the outcomes assessment/quality assurance coordinators for the institution and the academic business unit; the exit interview should not be conducted prior to 3:00 pm on the last day of the site visit.

MATERIALS TO BE AVAILABLE IN THE SITE-VISIT WORK ROOM

The site-visit team will need to have a dedicated meeting and work room. This room should be able to be secured to protect the site-visit materials and personal property of the site-visit team. Internet access should also be provided. The following materials, either in hard- or soft-copy form, should be available in the site-visit team's work room:

1. Extra copies of Volume 1 and Volume 2 of the self-study.

2. Extra copies of the institution's catalogs, prospectuses, bulletins, or brochures for the self-study year.

3. A copy of the most recent self-study prepared for the institution's nationally-recognized institutional accrediting body (or, in the case of institutions located outside of the United States, for the appropriate accrediting or oversight body), and a copy of the findings of the visiting team from the relevant body.

4. The curriculum vita of each full-time and part-time business faculty member who taught in the business programs during the self-study year.

5. Course syllabi for all courses in the business programs included in the accreditation review.

6. A copy of the faculty/employee handbook.

7. A copy of the academic business unit's outcomes assessment plan.

8. Outcomes assessment results for the self-study year.

There are other materials to which the site-visit team may need to have access, such as personnel files, admissions files, etc. If necessary, the site-visit team can review these files in the offices in which they are housed. The site-visit coordinator should be available to procure any materials needed by the site-visit team.

PRE-VISIT MEETING OF SITE-VISIT TEAM MEMBERS

Site-visit team members will normally arrive the afternoon or evening before the first day of the official site visit in order to prepare for the activities of the visit. After arrival, a private, pre-visit meeting of the site-visit team members normally takes place over dinner at the hotel or at a nearby restaurant. However, some of this discussion can take place via a phone-call meeting prior to arrival at the institution. At this pre-visit meeting, the team should discuss the following items, along with others suggested by the site-visit chair:

1. Orientation and review of the responsibilities of the site-visit team;

2. Overview of the self-study/site-visit evaluation form, which should be completed by each member of the site-visit team;

3. Brief overview of the self-study;

4. Review of the agenda for the site visit;

5. Planning for the meetings to take place during the site visit;

6. Determination of any additional information, materials, or meetings that are needed to accomplish the objectives of the site visit; the site-visit chair should communicate these requests to the site-visit coordinator as quickly as possible.

Based on its analysis of the self-study, the site-visit team should also use this time to determine the areas/issues that warrant deeper investigation while on the site visit.

EVALUATION OF THE SELF-STUDY AND PREPARATION OF THE SITE-VISIT TEAM'S REPORT

Members of the site-visit team will record their findings pertaining to the institution's self-study using the self-study/site-visit evaluation form provided by the IACBE. In the process of evaluating the self-study, each team member will identify the following three types of findings: (i) *Compliance Findings*: the team's findings pertaining to the degree of compliance with the IACBE's Accreditation Principles, (ii) *Feedback Findings*: feedback to the academic business unit consisting of the team's recommendations for changes and improvements that it believes will help the unit in achieving excellence in business education, and (iii) *Commendations*: areas in which the team believes that the academic business unit is demonstrating excellent performance.

During the work time on the last day of the visit, site-visit team members will confer and come to a consensus regarding the findings that will be summarized during the exit interview with the institution's representatives. During the exit interview, the site-visit chair will provide an oral summary of the major compliance findings, feedback findings, and commendations that will be identified in the team's written report. However, the site-visit team will not express any opinions as to whether accreditation will be granted and must make it clear in the exit interview that the IACBE Board of Commissioners, not the site-visit team, makes the final decisions on accreditation. Accreditation decisions are the sole prerogative of the IACBE's Board of Commissioners. Furthermore, the site-visit team will not characterize any of its findings as "notes" or "observations" as these determinations will also be made by the commissioners. In addition, the site-visit team shall not express any opinions as to when the academic business unit will be publicly recognized for achieving accreditation should it be granted by the Board of Commissioners.

Following the site visit, the site-visit chair will prepare a summary compilation of the team's compliance findings, feedback findings, and commendations. This summary compilation will be prepared using the self-study/site-visit evaluation form and must be forwarded to IACBE headquarters no later than two weeks after the site visit.

If a site-visit team member disagrees with any statement in the site-visit chair's summary compilation, a dissenting report may be filed with IACBE headquarters within fifteen days after the site-visit chair's summary is filed. The Board of Commissioners will be provided copies of the dissenting report.

After the site-visit chair's summary compilation has been received at IACBE headquarters, the IACBE will send a summary report of the site-visit team's findings to the primary representative of the academic business unit, with copies to the president and chief academic officer of the institution. The primary representative of the academic business unit, or his or her designee, must provide a written response to each finding in the report indicating areas of agreement, disagreement, and/or clarification, and should also provide any additional materials requested by the deadlines indicated in the report. This response is due at IACBE headquarters within two weeks of the academic business unit's receipt of the report. The IACBE Board of Commissioners cannot review the academic business unit's request for accreditation without this response.

Once the academic business unit's response is received at IACBE headquarters, the IACBE will forward the business unit's self-study, the site-visit team's summary report of findings, and the business unit's response to the report to the Board of Commissioners for review. The commissioners meet three times

per year to review accreditation requests. After the commissioners take action on the request for accreditation, the institution's president, chief academic officer, and the academic business unit's primary representative will be notified by the commissioners of their decision. If accreditation is granted, institutions should contact IACBE headquarters with any questions regarding when the institution will be publicly recognized.

POST-VISIT EVALUATION OF THE SITE-VISIT TEAM

Following the site visit, the IACBE will ask the academic business unit to evaluate the performance of the site-visit team. The site-visit coordinator should complete this evaluation electronically and forward it to IACBE headquarters. A copy of the evaluation form is provided in Appendix D.

In addition, members of the site-visit team are encouraged to review each other's performance during the site visit and the overall quality of the site-visit process. These evaluations should be forwarded to IACBE headquarters. Possible topics that might be addressed by a site-visit team member in this evaluation include, but are not limited to:

1. Adequacy of the pre-visit arrangements;
2. Timeliness of the receipt of the self-study materials and related items;
3. Effectiveness of the site-visit chair;
4. Preparedness of the academic business unit for the visit;
5. Contents of the site-visit team's report of findings;
6. General suggestions for improvements.

GENERAL RESPONSIBILITIES AND ETHICAL CONSIDERATIONS

General Responsibilities: Members of the site-visit team:

1. Must thoroughly review the academic business unit's self-study prior to the visit;
2. Must arrive on time at the institution and work with the other site-visit team members in a harmonious manner;
3. Must conduct all site-visit activities professionally and expeditiously;
4. Must perform the site-visit and self-study evaluation in an objective manner, free from any institutional bias toward their own institutions;
5. Must remember that they are ambassadors of the IACBE and must conduct themselves accordingly.

While the principal responsibility of the site-visit team is to evaluate the business programs, processes, and operations of the academic business unit as reported in the self-study, team members in their interactions with representatives of the institution must address any compliance-related issues in a positive manner that reflects the IACBE's core values of collegiality, collaboration, and continuous improvement. The role of the site-visit team is not to audit the academic business unit or to punish it for any instances in which it less than fully meets the IACBE's Accreditation Principles, but instead is to work cooperatively and collaboratively as a partner with the unit to seek ways to improve. Consequently, site-visit team members must refrain from using negative comments, or what could be construed as negative comments, relating to the academic business unit's extent of compliance with the IACBE's Accreditation Principles. Rather, team members should frame their comments in a positive light that

reflects the IACBE's developmental philosophy of and approach to quality advancement and accreditation.

The site-visit team members play a key role in maintaining the integrity of the IACBE accreditation process. Accordingly, all members of the site-visit team, before accepting an assignment, must agree to avoid impropriety, to avoid being partial, and to refrain from inappropriate activity during the site visit.

Site-Visit Chair's Responsibilities: The site-visit chair is responsible for organizing the site visit in consultation with the site-visit coordinator and IACBE headquarters. The site-visit chair should:

1. Obtain any missing information needed by the site-visit team from the site-visit coordinator;

2. Communicate with the site-visit team members prior to the site visit;

3. Ensure that the site visit is conducted in compliance with the policies and procedures of the IACBE;

4. Prepare a summary compilation of the site-visit team's findings and forward it to IACBE headquarters.

Confidentiality: All self-study and related materials are confidential, as is all information shared with the site-visit team while on the site visit. Each member of the site-visit team is required to preserve this confidentiality. Site-visit team members must sign a confidentiality/non-disclosure agreement before participating in a site visit. A copy of the confidentiality agreement is included in Appendix E. If members of the site-visit team wish to incorporate best practices from the visited institution/academic business unit into their own programs or processes, they must obtain written permission from the institution/academic business unit to do so. A copy of the permission document must be filed with the IACBE headquarters.

Gifts for Site-Visit Team Members: Academic business units should refrain from any actions that could be perceived as attempts to influence the site-visit team's decision making. Similarly, site-visit team members should not accept gifts that could be perceived as attempts to influence their decision-making. There is absolutely no expectation that gifts should be given to members of the site-visit team. The following guidelines should be used in interpreting this principle:

1. Small souvenirs from the institution are acceptable (e.g., pens, mouse pads, portfolios, coffee mugs, etc. that are engraved or imprinted with the institution's logo or insignia). The total value of such gifts should be less than $25.

2. Gifts with a value greater than $25 are not acceptable and should be refused by team members.

3. While it is appropriate to provide decent meals for members of the site-visit team, the institution should avoid extravagance that might be perceived as attempts to influence the objectivity of the team.

4. If any activities that are not part of the site visit are included in the site-visit agenda (such as tourist activities), members of the site-visit team must pay their own expenses.

APPENDICES

Appendix A: Overview of the Site-Visit Process

Appendix B: Example of a Two-Day Site-Visit Agenda

Appendix C: Example of a Three-Day Site-Visit Agenda

Appendix D: IACBE Site-Visit Team Evaluation

Appendix E: Confidentiality and Non-Disclosure Agreement

Appendix A: Overview of the Site-Visit Process

Academic Business Unit Prepares Self-Study	Self-Study Sent to IACBE Headquarters	Site-Visit Team Conducts Site Visit	Site-Visit Team's Report is Prepared	Academic Business Unit Responds to Site-Visit Report	Board of Commissioners Review
Volume I of the self-study contains the academic business unit's written responses to the IACBE's Accreditation Principles.	A preliminary draft copy of the self-study is submitted to IACBE headquarters at least 150 days prior to the site visit	The site-visit team conducts the site visit and evaluates the information provided in the self-study.	The site-visit team chair completes a summary compilation of the team's findings.	A summary of the site-visit team's findings is forwarded to the academic business unit for its review and response.	The IACBE Board of Commissioners meets to review the self-study materials, the site-visit team's report, and the academic business unit's response.
Volume II of the self-study contains supporting and bulky materials such as the outcomes assessment plan, syllabi, curriculum vitae, etc.	IACBE staff reviews the draft self-study, and any missing information and inaccuracies are communicated to the academic business unit	The site-visit team conducts an exit interview with representatives of the institution and summarizes the findings of the team.	The site-visit team chair sends the summary to IACBE headquarters.	The response is sent to IACBE headquarters, and is then forwarded to the commissioners along with a copy of the self-study and site-visit team's report.	If accreditation is granted, an accreditation letter and certificate of accreditation are sent to the institution and the academic business unit.
A site-visit date is scheduled as far in advance of the visit as possible.	The academic business unit revises its self-study, and submits the completed documents to IACBE headquarters at least 60 days prior to the site visit.				The academic business unit is recognized at the next IACBE Annual Conference and Assembly Meeting.
	Following receipt of the final self-study, the site-visit team is sent copies of the self-study materials.				
	The site-visit coordinator makes necessary arrangements for the site visit.				

Appendix B: Example of a Two-Day Site-Visit Agenda
(For Institutions in the United States with a Single Instructional Location or Single Campus)

Evening Prior to the Site Visit	The site-visit team meets privately to prepare for the visit.
Day One of Visit	
8:00 am	Meet with the academic business unit's primary representative to discuss the two-day visit
9:00 am	Meet with the chief executive officer and chief academic officer of the institution
9:30 am	Meet with the institution's assessment/institutional effectiveness coordinator to review the institution's outcomes assessment plan and the results from implementing the plan
10:30 am	Review the outcomes assessment plan of the academic business unit and the results from implementing the plan
12:00 noon	Lunch with available business faculty
1:30 pm	Work time for the site-visit team to evaluate the self-study; the academic business unit's primary representative (and others where appropriate) should be available for questions
5:00 pm	Site-visit team returns to hotel; evening work time for the site-visit team (if needed)
Day Two of Visit	
8:00 am	Meet with business students
9:00 am	Tour facilities (offices, library, classrooms, computer labs, etc.)
10:00 am	Work time for the site-visit team to complete self-study evaluation
12:00 noon	Lunch with external stakeholders if available (e.g., business advisory board, internship supervisors, employers, alumni, etc.)
1:30 pm	Site-visit team prepares its summary outline
3:30 pm	Exit interview with the academic business unit's primary representative and institutional administrators (and others, if desired)
5:00 pm	Site visit completed

Appendix C: Example of a Three-Day Site-Visit Agenda
(For Institutions Outside of the United States with a Single Instructional Location)

Evening Prior to the Site Visit	The site-visit team meets privately to prepare for the visit.
Day One of Visit	
09:00	Meet with the academic business unit's primary representative to discuss the three-day visit
10:00	Meet with the chief executive officer and chief academic officer of the institution
10:30	Meet with the institution's quality assurance manager/coordinator to review the institution's quality assurance and advancement activities
11:00	Review the outcomes assessment plan of the academic business unit and the results from implementing the plan
12:30	Lunch with available administrators and/or business faculty
14:00	Work time for the site-visit team to evaluate the self-study; the academic business unit's primary representative (and others where appropriate) should be available for questions
17:30	Meet with the academic business unit's primary representative to plan for remainder of the visit
18:00	Site-visit team returns to hotel; evening work time for the site-visit team (if needed)
Day Two of Visit	
09:00	Meet with the academic business unit's primary representative
09:30	Meet with business students
10:30	Tour facilities (offices, library, classrooms, computer labs, etc.)
11:30	Meet with business faculty
12:30	Lunch with external stakeholders if available (e.g., governing/advisory boards, placement/internship supervisors, employers, alumni, etc.)
14:00	Work time for the site-visit team to continue self-study evaluation
17:00	Site-visit team returns to hotel; evening work time for the site-visit team (if needed)

Day Three of Visit	
09:00	Meet with the academic business unit's primary representative
09:30	Meet with administrative and support personnel
10:30	Work time for the site-visit team to complete self-study evaluation
12:30	Working lunch for the site-visit team
13:30	Site-visit team prepares its summary outline
15:00	Exit interview with the academic business unit's primary representative and institutional administrators (and others, if desired)
16:30	Site visit completed

Appendix D: IACBE Site-Visit Team Evaluation

Institution	
Date of Site Visit	
Site-Visit Team Members	
Evaluation Completed by	

The IACBE encourages academic business units that have recently undergone a site visit to evaluate the members of the site-visit team. Please complete this evaluation and return it to the IACBE headquarters. Thank you for your input.

5=Strongly Agree; 4=Agree; 3=Neither Agree nor Disagree; 2=Disagree; 1=Strongly Disagree

Evaluation of the Site-Visit Team	Scale				
	5	4	3	2	1
The team members conducted themselves in a professional manner throughout the site visit.	☐	☐	☐	☐	☐
Comments:					
The team members adhered to the site-visit agenda.	☐	☐	☐	☐	☐
Comments:					
The team members focused on the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
Comments:					
The team members accurately evaluated each of the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
Comments:					
The exit interview provided information that will help to make our business programs stronger.	☐	☐	☐	☐	☐
Comments:					
The team members commented on issues beyond the scope of the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
Comments:					
The team members represented the IACBE well.	☐	☐	☐	☐	☐
Comments:					
The team members demonstrated an understanding of and sensitivity to our educational mission.	☐	☐	☐	☐	☐
Comments:					

5=Strongly Agree; 4=Agree; 3=Neither Agree nor Disagree; 2=Disagree; 1=Strongly Disagree

Evaluation of the Site-Visit Team Chair	Scale				
	5	4	3	2	1
The site-visit chair demonstrated a thorough knowledge of the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
The site-visit chair demonstrated a thorough knowledge of the IACBE's accreditation process	☐	☐	☐	☐	☐
The site-visit chair demonstrated a thorough knowledge of our self-study document and related materials.	☐	☐	☐	☐	☐
The site-visit chair communicated effectively.	☐	☐	☐	☐	☐
The site-visit chair listened effectively.	☐	☐	☐	☐	☐
The site-visit chair behaved in a professional manner.	☐	☐	☐	☐	☐
Comments on the Site-Visit Chair:					

Evaluation of Site-Visit Team Member	Scale				
	5	4	3	2	1
The team member demonstrated a thorough knowledge of the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
The team member demonstrated a thorough knowledge of the IACBE's accreditation process.	☐	☐	☐	☐	☐
The team member demonstrated a thorough knowledge of our self-study document and related materials.	☐	☐	☐	☐	☐
The team member communicated effectively.	☐	☐	☐	☐	☐
The team member listened effectively.	☐	☐	☐	☐	☐
The team member behaved in a professional manner.	☐	☐	☐	☐	☐
Comments on the Team Member:					

Evaluation of IACBE Staff Consultant (If Applicable)	Scale				
	5	4	3	2	1
The IACBE staff consultant demonstrated a thorough knowledge of the IACBE's Accreditation Principles.	☐	☐	☐	☐	☐
The IACBE staff consultant demonstrated a thorough knowledge of the IACBE's accreditation process.	☐	☐	☐	☐	☐
The IACBE staff consultant demonstrated a thorough knowledge of our self-study document and related materials.	☐	☐	☐	☐	☐
The IACBE staff consultant communicated effectively.	☐	☐	☐	☐	☐
The IACBE staff consultant listened effectively.	☐	☐	☐	☐	☐
The IACBE staff consultant behaved in a professional manner.	☐	☐	☐	☐	☐
Comments on the IACBE Staff Consultant:					

General Comments and Suggestions

Appendix E: Confidentiality and Non-Disclosure Agreement

International Assembly for Collegiate Business Education

<u>Confidentiality and Non-Disclosure Agreement</u>

As a member of an IACBE site-visit team, I agree to abide by IACBE policies pertaining to the confidentiality and non-disclosure of all site-visit and related materials and information.

Name (Print)	Date

Signature	Institution to be Visited