

Visiting Team Calendar of Events

Fall 2012 / Winter 2013 accreditation visits

Please note: This calendar is an approximate timeline of events leading up to, during, and after the accreditation visit. The dates may vary depending on the scheduled date of your accreditation visit.

Date	Event	Action by
October - November 2011	Dean is reminded that accreditation expires June 30, 2013 and that an accreditation visit must be requested by January 1, 2012.	Secretariat
November 2011 - January 2012	Acknowledgement of request for visit is sent to dean.	Secretariat
	Appropriate association is notified of request for visit.	Secretariat
February - March 2012	Documentation for visit (accreditation questionnaire, criteria for accreditation, accreditation procedures, etc.) is sent to dean/designated official.	Secretariat
	Preparation of answers to accreditation questionnaire begins. (Completion is required no later than 6 weeks prior to visit)	Dean/Designated official
March 1, 2012	Visiting team (V.T.) chair is selected at Accreditation Board winter meeting.	Accreditation Board
March 2012	Dean/designated official confirms acceptability of V.T. chair. (Dean/designated official may only veto for good cause, i.e. conflict of interest.)	Secretariat
	V.T. chair is appointed. Programs to be visited are confirmed.	Secretariat
	Documentation for visit (criteria for accreditation, accreditation procedures, etc.) is sent to V.T. chair.	Secretariat
	V.T. chair and dean/designated official agree on visit date in the fall of 2012 or winter of 2013. V.T. chair confirms date in writing to dean/designated official and Accreditation Board secretariat by March 31, 2012 .	V.T. Chair

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March 2012 (continued)	As part of setting the dates for this visit, the dean/designated official confirms the availability of the president/rector, appropriate vice-presidents/vice-rectors and other central administration personnel (e.g. registrar, dean of graduate studies, deans of faculties providing service courses, etc) with whom the V.T. chair will meet.	Dean/Designated official
	Dean/designated official prepares suggested schedule for V.T chair, Vice-chair and General visitors and provides the schedule by <u>March 31, 2012</u> to the V.T. chair for comment.	Dean/Designated official
May - June 2012	Association is notified of visit date and requested to select general visitor(s) and submit cv's for selected visitors.	Secretariat
	General visitor members of visiting team are selected and confirmed with dean/designated official by <u>June 30, 2012</u>	Association
	General visitors are appointed in writing. V.T. chair is notified of the general visitor(s).	Secretariat
	Program visitors are selected <u>and the V.T. chair must receive the dean/designated official's approval of this team (excluding the general visitor)</u> . Team member names are sent to Secretariat by <u>June 30, 2012</u> .	V.T. chair
July - August 2012	Final list of team members with their addresses is sent to dean/designated official for distribution of the questionnaire.	Secretariat
	General visitors submit cv's to Secretariat.	General visitor
	cv's of general visitors are sent to V.T. chair.	Secretariat
	Documentation for visit (criteria for accreditation, accreditation procedures, etc.) is sent to all team members.	Secretariat
	Tentative hotel arrangements should be made, based on recommendations of the dean/designated official. Secretariat to provide assistance upon request.	Secretariat Dean/Designated official/V.T. chair
	Tentative assignments of responsibility should be issued to team members other than program visitors.	V.T. chair

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September / December 2012	Completed accreditation questionnaire is sent to team members and Secretariat. (It must be received 6 weeks prior to the visit.) If adequate documentation is not received as required, the Accreditation Board Executive Committee in consultation with the V.T. chair may cancel the visit.	Dean/Designated official
	Schedule for non-program visitors should be finalized based on dean's suggestions.	V.T. chair
	Visit arrangements and hotel accommodations are confirmed with dean/designated official and team members. Secretariat provides logistical support.	V.T. chair
	Visitor performance evaluation forms are sent to V.T. chair.	Secretariat
	Program directors/Department chairs prepare suggested schedules for program visitors. All schedules to be provided directly to program visitors by <u>four weeks prior to the visit</u> with copies to the Dean/designated official and V.T. chair.	Department chair/Program director
Visit date	On-campus visit occurs.	Visiting team
End of visit	Individual team member reports are submitted to V.T. chair.	Team members
Visit date + 2 weeks	Expense claims submitted to Engineers Canada.	Team members
Visit date + 4 weeks	Copy of the V.T. chair's report is sent to V.T. members.	V.T. chair
	Visiting team report is sent to Secretariat. Visitor evaluation forms are submitted to Secretariat.	V.T. chair
December 2012/ February - March 2013	V.T. report is sent to Accreditation Board Executive Committee for editing.	Secretariat/ Exec. Committee
	Edited V.T. report is sent to V.T. chair for review and comment (must be returned within one week).	Secretariat/ V.T. chair
March - April 2013	V.T. report is sent to dean for comment.	Secretariat
	Dean sends his/her comments on V.T. report to Secretariat.	Dean
	Dean's comments are sent to V.T. chair for his/her comments.	Secretariat

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	V.T. chair sends his/her response to the dean's comments to Secretariat, and Secretariat forwards it to the dean for information.	V.T. chair
May 2013	Accreditation decision dossier (ADD) is sent to Accreditation Board members.	Secretariat
	Dean is given the opportunity to provide final input (clarifications and/or updates) relevant to the ADD for consideration by the Accreditation Board at the June decision meeting. This additional information should be received by the Accreditation Board Secretariat at least two weeks prior to the meeting.	Dean
June 2013	Accreditation Board spring meeting is held in <u>June 2013</u> . Accreditation Board discusses and deliberates each case and makes the accreditation decision(s).	Accreditation Board
	Accreditation decision letter is prepared and reviewed.	Exec. Committee
	Accreditation decision letter is sent to dean by <u>June 30, 2013</u> .	Accreditation Board chair
	Notification of decision(s) is sent to president of institution.	Accreditation Board chair
	Visiting team members are notified of accreditation decision(s).	Accreditation Board chair
	Listing of accredited programs is updated for Accreditation Board report ending <u>June 30, 2013</u>	Secretariat