

THE ADMINISTRATIVE REVIEW VISIT

Parameters of Visit

An administrative review visit takes place when an institution accredited by the AAA under Form B guidelines has been given a maximum term of accreditation by the AAA (five years) but has a regional/government accreditation term that runs for a longer period. An administrative review visit is intended to provide an opportunity for the AAA to interface in a formal way with an institution after five years have passed since its previous full visit, but without expecting the institution to prepare a full report. If the team is satisfied with the progress made during that time, it may recommend to AAA an extension of the five-year term to coincide with the term given by the regional/government accreditation body.

Initial Arrangements (and Committee Appointments)

As with regular accreditation visits, the Executive Secretary of AAA will ensure that by April of the year preceding the visit the institutional president is informed of the visit that will take place the next year and is reminded of the preparation that will need to be made. The chairman of the institutional board, the education director of the relevant division, and the General Conference liaison for that division will also receive copies of the correspondence.

The administrative review team will include the appropriate GC liaison, the division director of education, and an administrator of a peer institution (ideally an individual present at the last full visit). If the chair of the last visit was a peer institutional administrator, that individual (or a suitable replacement) should also be asked to chair the administrative review team and the General Conference liaison will be the secretary. In other cases the General Conference liaison will serve as the team chair and the education director of the division will be the secretary. The appointment of the team will be by the staff of the AAA on the recommendation of the General Conference liaison and division education director.

Once the committee is approved, the division education director will contact the administration of the institution to be visited and, in consultation with other team members, will establish the dates of the visit.

Financial Arrangements

Normally the relevant sending organizations will be responsible for the travel costs of the team members to the college/university campus. The administration of the institution visited will provide local transportation as well as room and board to the members of the committee during the visit.

The division education representative will be responsible for all practical arrangements

The team report will respond directly to the report from the institution and the follow-up discussions resulting from that report. It will be written in the same format as regular AAA reports, using commendations and recommendations, and will be signed by all members of the team. Based on their findings, the team will recommend either a