

# Evaluator Newsletter

Accrediting Council for Independent Colleges and Schools

Volume I, Issue II  
Spring 2008

## Canons of Ethical Responsibility



Ethics are an important element to any successful organization. The integrity of the ACICS accreditation process, in large part, rests on evaluators adhering to our conflict of interest policies and

our Canons of Ethical Responsibility. One area for conflict of interest that is discussed in the evaluator training workshops is consulting. ACICS does not accept consultants who perform consulting services for ACICS accredited institutions or who work for agencies that perform services for ACICS accredited institutions.

This policy is addressed in our Canons in several areas:

**Canon #2:** An evaluator shall avoid impropriety and the appearance of impropriety in all activities.

**Canon #4:** An evaluator shall refrain from any business activity inappropriate to accreditation

responsibilities, including the offering of any materials or information pertinent to the institution's operation or services.

**Canon #5:** An evaluator shall decline to serve on any evaluation team which is responsible for evaluating any institution or branch of any institution with which he or she has been, is currently, or presently intends to be directly or indirectly involved.

While on a visit, evaluators are considered independent contractors representing ACICS. Therefore any solicitation for their own benefit or that of any agency they are affiliated with that does work for ACICS accredited institutions violates our conflict of interest policy.

ACICS requires all evaluators who serve as consultants for ACICS accredited institutions or who are affiliated with any agency that performs consulting services for ACICS accredited institutions to disclose this information by contacting Susan Greer, Evaluator Manager via email ([sgreer@acics.org](mailto:sgreer@acics.org)). The circumstances will be reviewed and the evaluator will be contacted if the information affects eligibility to serve as an evaluator.

## New Database, Association Management System, Web site and Much, More!

ACICS has several very exciting projects under construction – a new database to replace the existing iMIS, new association management software, and an updated Web site. Many of these new systems and tools

will impact the evaluator process and add a great deal of value to the application process and communication channels.

We are asking that you be patient with us during this period. The evaluator manager will

continue to perform file reviews and ask you to submit resumes that support your specialty fields or ask you to submit a revised evaluator information form or our Canons of Ethical Responsibility. Once our Web site

is functioning, however, you will be able to enter your contact information and credential evidence for each specialty via the web. So..... be prepared and look for more information to be sent regarding these changes.

# The Importance of Providing Sufficient Detail When Citing

When writing the report, it is important to remember to include as much information as you can. The team report must support the citation with specific reasons and as much detail as can be provided to explain why the institution was cited. Without this information, it is difficult for the Intermediate Re-

view Committee (IRC) and Council to comprehend the entire situation without seeking further guidance from staff. When this information is not written in the report, the institution may not be able to provide a comprehensive response. Please note the following examples to assist you:

## PLACEMENT WAS NOT VERIFIED

9.13 Was the team able to verify the backup documentation to support the placement rate for the program(s) as reported on the last Annual Institutional Report submitted to the Council?

Yes  No

Not Applicable (there have been no graduates)

How many contacts to employers or graduates were attempted?

How many of these attempts were successful contacts?

How many of the successful contacts confirmed the employment of the graduate as reported on the AIR?

If *No*, insert “Section 3-1-303(a)” in parentheses and explain:

### Incorrect Example

(Section 3-1-303(a)): The team was not able to verify the placement listed on the AIR due to only two out of nine employers being able to verify placement.

### Correct Example

(Section 3-1-303(a)): The team successfully attempted to contact the nine graduates listed on the 2007 AIR. Two of the employers were able to verify graduate employment. Four of the graduates, John Doe, Jane Morris, Susie Grant, and Bob Jones were listed as being placed in field. Upon contacting the employers of these four graduates, the team was told each employer had never heard of the individual and had no record of their employment. The employer of Sharon Humphrey confirmed she was employed as a sales clerk. She is a graduate of the computer programming associate degree program and is coded as “placed in field”, which is incorrect. The employer of James Goodwin stated James was hired as a file clerk but was no longer employed. James is a graduate of the graphic design program. Judy Sommerville was coded as self-employed. Judy confirmed that she was a graduate of the web design program and was trying to get work. Judy was currently self-employed, of necessity, although she was not finding much work. She wanted a job with a firm, but the institution was not able to assist her in finding employment. The team was, therefore, not able to verify the placement rate on the 2007 AIR.

# Business Portal Updates

Instructions for the Business Portal have been revised to include the following updates.

We have added the honorarium expense to the expense choices field. For the purpose of the honorarium, “units” refer to the length of the visit (in days).

There are three expense categories for honorariums:

**A. Honorarium Chair** – This is for Member and Pub-

lic evaluators serving as chairs. The rate is \$300 per unit (visit days) and does not include any additional reports.

**B. Honorarium Non-Chair** – This is for non-chair Member and Public evaluators. The rate is \$150 per unit (visit days) and includes the first report.

**C. Honorarium Additional Reports** – This is for Member and Public evaluators. The rate

is \$50 per unit (visit days) and is used when an evaluator is tasked to review more than one program requiring a separate qualified report. **No honorarium is paid for Library or Educational Facility reports.**

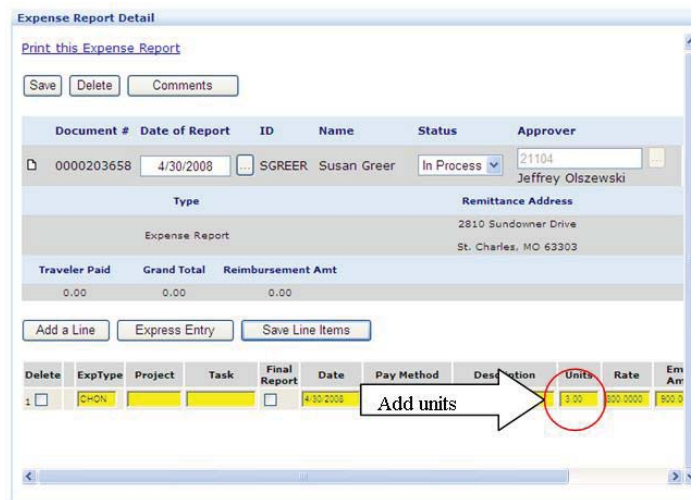
**Remember:** Member evaluators tasked to review Educational Activities or Student Relations are not paid an honorarium – Public evaluators are paid at

the non-chair rate of \$150/visit day.

If a Member evaluator is tasked to review Educational Activities or Student Relations and an additional report specific to a specialty field, they are paid \$150/visit day for the additional report and should select the “honorarium non-chair” expense to record that task.



**IF CHON, HON, or HON2 are selected, complete the unit section to reflect the number of days for the visit.**



**We have also revised our ExpType field. Airfare and train transportation expenses are combined, improving this selection to one page.**

## Faculty Preparation

At its April 2008 meeting, the Council reviewed specific areas of the ACICS *Accreditation Criteria*.

The following criteria were previously reviewed by the field and the Council and have been accepted as **final, effective January 1, 2009**:

### A. Faculty Preparation

#### 3-1-541. Faculty Preparation.

Preparation of faculty members shall be academically and experientially appropriate to the subject matter they teach. Faculty members shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods. The institution must provide evidence that all faculty members are graduates of institutions accredited by agencies recognized by the United States Department of Education. Faculty who are graduates from institutions outside the United States must be graduates of institu-

tions recognized by their governments and their transcripts must be translated into English and be evaluated by a member of the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the ~~degree~~ degrees ~~credentials~~ credentials awarded by institutions in the United States.

## W-9 Request For Taxpayer Identification Number and Certification

All evaluators must **annually** sign and submit the government W-9 Request for Taxpayer Identification Number and Certification which can be found at [www.acics.org/documents/W-9.pdf](http://www.acics.org/documents/W-9.pdf). As this form contains your social security number, **DO NOT** hand it to the ACICS staff member, **DO NOT** send it to the evaluator manager. **DO** send it via regular mail to: ACICS Accounting, 750 First Street NE, Suite 980, Washington DC 20002.

## Tipping Guidelines — How Much? To Whom?

Tip etiquette - “how much”, “when”, “how often” are all questions that travelers encounter. Below are some ACICS basic guidelines to assist you in your travels.

**Barista** No tip required.

**Waiter** 15% for adequate service, 20% for exceptional service. For poor service, leave 10% or less. It is okay to leave nothing for exceptionally poor service, but only if you are sure it is the waiter’s fault.

### Hotel Staff

**Bellman/Porter** \$1 to \$2 per bag.

**Housekeeper** \$2 per night, paid daily or as a lump sum at checkout.

### Parking Valet

\$2 - You should pay when your car is retrieved.

### Room service

\$2 to \$5 (unless gratuity is included in check)

### Travel

#### Cab driver

10%, \$2-\$5

#### Porter/skycap

\$1 per bag. \$2 for heavy items.

Do not tip if it is not deserved. Poor service should not be rewarded.

Tip discreetly.

