



August 19, 2010

Roy Savoian, Dean
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Via email: savoianr@cwu.edu

Dear Dean Savoian:

Congratulations on your recent accreditation achievement. It is my pleasure to welcome you to the AACSB International Accreditation Council and to the maintenance of accreditation process.

Maintenance of accreditation focuses on educational improvement, strategic management, and fulfillment of mission. Once an institution has achieved initial accreditation, a process of continuous improvement maintains the accreditation status.

A detailed schedule of items pertinent to the maintenance process is provided below to help you prepare for your next scheduled review:

- A. Your maintenance of accreditation review will take place in the school year 2015/2016. Successful completion of maintenance of accreditation earns the institution a five-year extension of its accreditation with the next scheduled maintenance review to take place in year five.
- B. A maintenance review application will be due July 1, 2013. Please submit the following three sets of materials to the AACSB Maintenance of Accreditation Committee (MAC) at mac@aacsb.edu:
 - 1) A cover letter addressed to Chair, Maintenance of Accreditation Committee including:
 - request for maintenance of accreditation review
 - preferred visit date
 - signatures of President/Chancellor, Provost, and Dean
 - 2) Maintenance Review Application¹ which contains the following information:
 - Update on how school addresses diversity (Eligibility Criteria E) and encourages ethical behavior (Eligibility Criteria F).
 - Update on progress addressing concerns stated in the last AACSB review. Also provide any updates on major changes in financial resources, facilities, other infrastructure,

¹ A Cover Letter Template and Maintenance Review Application are available for download at <http://www.aacsb.edu/accreditation/process/process-toc.asp>. Please continue to monitor the Website for updates.

deployment of participating/supporting and AQ/PQ faculty including an assessment of impact on alignment with AACSB standards.

- List of degree programs offered (with catalogs or web sites)
- List of programs requested for exclusion and justifications - The process for requesting exclusions is described in the *Eligibility Procedures and Standards for Business Accreditation* (<http://www.aacsb.edu/accreditation/standards.asp>). New documentation does not need to be submitted for exclusions approved in a prior visit, either maintenance or initial. Schools only need to submit exclusion request documentation for new degrees, degrees whose names have changed, or substantive changes in previously excluded degrees that have occurred since the last review.

3) List of comparison groups (peer, competitive, and aspirant). The MAC will consider your peer and aspirant schools when assembling your Peer Review Team.

C. The AACSB Staff will review the Maintenance Review Application along with catalogs, catalog web sites, or other material describing the degree offerings and contact you if any pertinent information is missing and/or additional information need to be provided. Controversial issues related to the maintenance application will be brought before the Accreditation Coordinating Committee (ACC) for further review and a resolution. You will be informed of the scope of accreditation, that is, degree programs that will be included in and excluded from the maintenance of accreditation review, at least one year prior to the scheduled on-site review.

D. Maintenance of accreditation requires a **Fifth Year Maintenance Report** that includes the following as described in the Maintenance of Accreditation Handbook²:

- Situational analysis
- Progress update on concerns from previous review
- Strategic management (address the following areas):
 - a. Mission statement and summary of strategic plan or framework
 - b. Strategic management planning process and outcomes
 - c. Financial strategies
 - d. New degree programs
 - e. Intellectual contributions
- Participants
 - a. Students
 - b. Faculty
 - c. Tables
- Assurance of Learning
 - a. Curricula development
 - b. Assessment tools and procedures
- Other material as needed

The Fifth Year Maintenance Report should be distributed to the Peer Review Team and to AACSB International **no later than 60 days** prior to the team visit.

² The Maintenance of Accreditation Handbook is available for download at <http://www.aacsb.edu/accreditation/process/process-toc.asp>. Please continue to monitor the Website for updates.

- Accreditation Council members are required to complete both the Key Data and Accreditation Data sections of the annual Business School Questionnaire distributed by AACSB International Knowledge Services. The statistical information collected is used for the *Accreditation Statistical Reports* that can be requested by you and to your Peer Review Team members prior to the team visit. The Team will use this report as background information only.

The Peer Review Team members will be chosen and the visit date will be set no later than one year prior to the on-site review. The responsibilities of the Team Chair include serving as an advisor to assist you in your preparations for the maintenance of accreditation review. In addition, the Maintenance of Accreditation Handbook contains detailed information concerning each step of the maintenance of accreditation process. Please continue to monitor the AACSB website for revisions and/or updates. Finally, the AACSB staff is happy to serve as a resource regarding the maintenance of accreditation process at any time.

Should you have questions or require clarification, please contact Lucienne Mochel, Assistant Vice President Accreditation (Lucienne@aacsb.edu or 813-769-6525). We look forward to working with you to advance quality management education.

Sincerely,



Robert Reid, Chair
Maintenance of Accreditation Committee