

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Policy on the Selection of Site Visit Teams		
Policy No.	3.03.04	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the appointment of Council members to serve as site visitors of an environmental health program applying for accreditation or re-accreditation.

Policy:

The National Environmental Health Science and Protection Accreditation Council maintains a systematic list of academicians and practitioners who have made site visits to programs under review for accreditation. Each site visitor shall be selected by the Undergraduate Chair and/or Graduate Chair to serve as a site visitor based on their service as a Board member either present or past, their experience as a practitioner, and anyone considered to have experience either as an academician or practitioner.

The Site Visit Team will consist of at least but not limited to one (1) Academician and one (1) Practitioner. The Institution under review is responsible for the expenses of the site visit team of at least two people. Additional members may be included at the discretion of the Undergraduate and/or Graduate Chair(s) for training purposes and their expenses will be paid by the Council.

Site Visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:

- Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
- Individual is an employee of or is in some way affiliated with an institution or program in geographic proximity (Avoid, where possible, individuals within 200 miles) of or in direct competition with the program/institution under consideration.
- Individual currently serves or previously served (during the past three years) as a consultant to the institution/program under consideration. This will include Advisory Boards.
- Individual is or was a student of or is a graduate of the institution under consideration.

Drafted:		
Approved:		

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- Individual has a member of his/her immediate family with a relationship to the program/institution.

A conflict of interest form must be signed prior to the visit and submitted to EHAC Executive Office. Individuals should decline from serving on a site visit if they have a conflict of interest, or if prior associations could lead to a perception of a conflict of interest. Because clues to potential conflicts may only emerge through a review of the program self-study, early reading of that document is important.

Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team. Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the Chair of the Council.

Drafted:		
Approved:		