

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Accreditation Process Evaluation Policy		
Policy No.	3.03.06	Chapter:	External Operations
Proposed:	May 5, 2005	Proposal No.:	2005-08
Adopted:	February, 2006	Adopted By:	Vote of the Board of Directors

Purpose:

To outline the procedures for evaluation of the accreditation process and site visitors.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) evaluates and accredits programs each year. In the course of the accreditation process, each program undergoes a site visit. EHAC is committed to ensuring a quality experience for both site visitors and the programs being visited.

- A. The accreditation process evaluation form will be used to evaluate both the accreditation and site visit process, and the associated role of the Council. For each site visited, the site visitors will evaluate their other team members utilizing the Peer Evaluation Form. The academic program director will also evaluate each member of the site visit team utilizing the Accreditation Review Evaluation Form.
- B. Prior to the site visit, the EHAC office will send Program Directors the Accreditation Review Evaluation form, along with instructions for completion. The EHAC office will also send Site Visitors the Peer Evaluation form, also with instructions for completion. The Program Director will complete the form and return it to the EHAC office after the Final Site Visit report has been submitted to the Council. The Site Team will complete the Peer Evaluation forms and return them to the EHAC office after the site visit and final report are concluded.
- C. The EHAC office shall compile the information contained in the evaluation forms, and the information shall be shared with the General Chair of the Council, and the Undergraduate and Graduate Chairs.
- D. The Undergraduate and Graduate Chairs shall review all evaluations and flag issues and concerns for use in subsequent scheduling of site visit teams. Issues which require immediate action will be shared with the General Chair for a decision on a course of action.
- E. The evaluation results will not be available to the Council until after accreditation decisions have been made.
- F. Any site visitor that is not recommended or is recommended with reservations by a program director and or his/her fellow site team members will be further evaluated by the Undergraduate and Graduate Chair and the General Chair.

Drafted:		
Approved:		

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- a. The Undergraduate or Graduate Chair, in conjunction with the General Chair shall review the results of any evaluations in which the site visitor was either not recommended or recommended with reservation.
 - b. Either the Undergraduate or Graduate Chair, and the General Chair shall communicate further with the Program Director and other members of the Site Visit team to determine the source of the problem and potential courses of action.
 - c. Potential courses of action and a summary of the problem will be presented to the EHAC Board of Directors, and action will be taken based on their consensus.
 - d. Upon completion of the review, the General Chair and either Undergraduate or Graduate Chair will meet with the site visitor to discuss the evaluation results, and determine potential courses of action.
 - e. If necessary, the site visitor will no longer be asked to participate in site visits.
- G. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Chair as they begin the site visitor selection process.

Drafted:		
Approved:		