

National Environmental Health Science & Protection Accreditation Council

POLICY & PROCEDURES MANUAL

Title:	Accreditation Review – Peer Evaluation		
Policy No.	3.03.06-2	Chapter:	External Operations
Proposed:		Proposal No.:	2005-13
Adopted:	June, 2010	Adopted By:	Vote of the Board of Directors

Purpose:

The National Environmental Health Science and Protection Accreditation Council requires that all accreditation site visits are collegial and educational experiences for both the programs and the site visitors. Evaluation of the performance of the site visit team is important to improving the quality of the accreditation and site visit process. Completion of the survey below is an important way in which one can contribute to improving the accreditation and site visit process. The purpose of the brief evaluation survey is to seek feedback on the performance of your site visitor(s), and to improve the accreditation and site visit process in general.

Instructions:

Please complete this form within ten (10) days of your site visit. Use one form per site visitor. Your comments will be treated as confidential, and will only be read by the current EHAC Graduate or Undergraduate Chair, as appropriate for the category of visit. Completed forms should be emailed or faxed to the appropriate committee chair (please see EHAC web site for current roster and contact information).

EVALUATION FORM FOR SITE VISITORS

Evaluation of:
(Name of Site Visitor)

Role:

Name of Institution

Date of
Site Visit:

Position of person completing assessment form (Please check one):

Academic member of the site visit team

Practitioner member of the site visit team

Please indicate below your recommendation regarding this site visitor. Your recommendation should be based on the performance of the site visitor in terms of the behaviors noted in the chart on the following pages.

I recommend this site visitor for future site visits

I recommend this site visitor for future site visits **with reservations.**

Please explain:

I **do not** recommend this site visitor for future site visits.

Please explain:

Thank you for your participation. Please return completed evaluations to the EHAC Graduate or Undergraduate Chair (see EHAC web site for current board assignments).

EVALUATION OF THE SITE VISIT EXPERIENCE

Please use the following scale to describe the arrangements for the site visit:

- SD: Strongly Disagree
 - D: Disagree
 - N: Neutral/No Opinion
 - A: Agree
 - SA: Strongly Agree
 - NA: Not Applicable
- Leave the question blank if you are unable to evaluate.

Category	SD	D	N	A	SA	N/A
Demonstrated thorough knowledge and understanding of the Council and its Accreditation Guidelines and procedures.						
Demonstrated thorough knowledge and understanding of the accreditation processes.						
Demonstrated familiarity with the application submitted by the program.						
Requested pertinent additional information to evaluate the program (as needed).						
Promoted an open, honest and non-threatening atmosphere during the interview and discussion sessions.						
Provided the program with sufficient opportunity to highlight its strengths.						
Demonstrated effective, appropriate interpersonal communication skills.						
Maintained an open and objective attitude about the program.						
Avoided comparison with own program/experience and expressions of personal philosophies about environmental health education.						
Conducted site visit in an organized, professional way.						
Conducted site visit in a professional and respectful manner.						

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Accreditation Process Peer Evaluation

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Reported site visit findings clearly, objectively and accurately in exit interview.						
Communicated with other team member(s) before, during and following the site visit.						
Participated in team discussions throughout the site visit.						
Facilitated effective and appropriate team discussions of standards.						
Participated effectively in preliminary site team report development.						
Participated effectively and in a timely manner for Site Team Report development.						

Please feel free to make any other comments or observations that you feel would improve the process.

Thank you so much for your participation. Please return completed evaluations to:
 THE GRADUATE / UNDERGRADUATE CHAIR
 c/o National Env. Health Science & Protection Accreditation Council
 8620 Roosevelt Way NE, Suite A
 Seattle, WA 98115
 Fax: 206-985-9805
 Email: ehacinfo@ehacoffice.org