# SECTION FIVE: APPENDICES

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## Appendix A: Cover Page of Self-Study

|  |  |
| --- | --- |
| **Name of Institution** |  |
| **Chief Executive Officer’s Name/Title** |  |
| **Chief Academic Officer’s Name/Title** |  |
| **Head of Academic Business Unit’s Name/Title** |  |
| **Academic Year Covered by Self-Study** |  |
| **Date of Submission of Self-Study to the IACBE** |  |
| **Primary Contact During Accreditation Site Visit** |  |
| Name/Title |  |
| Street Address |  |
| City and State or Country, ZIP/Postal Code |  |
| Phone (with Country Code if Outside of the U.S.) |  |
| E-mail |  |

|  |
| --- |
| **If different from primary contact, provide the information for the person to whom all correspondence should be addressed including the Site Visit Team and Board of Commissioners findings letters.**  |
| Name/Title |  |  |
| Street Address |  |  |
| City and State or Country, ZIP/Postal Code |  |  |
| Phone (with Country Code if Outside of the U.S.) |  |  |
| E-mail |  |  |

##  Appendix B: Credentials Summary for Business Faculty

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| **CREDENTIALS SUMMARY FOR BUSINESS FACULTY** |

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| --- | --- |
| Faculty Member’s Name: |  |

|  |
| --- |
| **Education: EARNED DEGREES** |
|  |
| **1. Doctoral-Level Degree:** |
|  | Ph.D. |  | D.B.A. |  | D.M. |  | D.A. |  | Exec./Prof. |  | Ed.D. |  | J.D. |  | Other: |  |
| Institution: |  | Year: |  | Field: |  |

|  |
| --- |
| **2. Master’s-Level Degree:** |
|  | M.B.A. |  | M.S. |  | M.A. |  | Post-Graduate Diploma |  | Other: |  |
| Institution: |  | Year: |  | Field: |  |

|  |
| --- |
| **3. Bachelor’s-Level Degree:** |
|  | B.B.A. |  | B.S. |  | B.A. |  | B.Com |  | Other: |  |
| Institution: |  | Year: |  | Field: |  |

|  |
| --- |
| **EDUCATION: GRADUATE WORK RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** |
|  |
| **Discipline** | **Credit Hours****(or Contact Hours)** | **Discipline** | **Credit Hours****(or Contact Hours)** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** |
|  |
| **Area/Discipline** | **Years of****Experience** | **Area/Discipline** | **Years of****Experience** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **PROFESSIONAL CERTIFICATIONS RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** |
|  |  |  |
| **Certification** | **Current****Yes/No** | **Expiration** | **Years Held** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **CONTENT AREAS OF SCHOLARLY AND PROFESSIONAL ACTIVITIES RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** |
|  |
| **Content Area/Discipline** | **Type of Activity** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **TEACHING EXPERIENCE** |
|  |
| **Institution** | **Years** | **Full-Time or****Part-Time** | **Areas of Assigned****Teaching Responsibilities** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Note**: Please begin with your experience at your current institution followed by your experience at previous institutions. **If this is detailed in the resume or vita, indicate the page in the resume or vita where this information is located.** |

## Appendix C: Qualification Justification for Business Faculty

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| **QUALIFICATION JUSTIFICATION FOR BUSINESS FACULTY** |

In the form below, (i) list each teaching discipline on a separate line, (ii) identify a qualification level for that discipline, (iii) specify the basis (or bases) for assigning that qualification level, and (iv) provide a summary justification for each basis used to establish the qualification level).

In completing the form, use the following code designations:

|  |  |  |
| --- | --- | --- |
| **Qualification Levels**:* Academically-Qualified: AQ
* Professionally-Qualified: PQ
* Other Qualification Level: OQL
 | **Basis for Qualification**:* Earned In-Field Degree: D-IF
* Earned Out-of-Field Degree: D-OF
* In-Field ABD: ABD
* Graduate Course Work: GCW
* Scholarly Activities: SA
 | * Professional Activities: PA
* Professional Experience: PE
* Professional Certifications: PC
* Teaching Experience: TE
 |

Supporting evidence for qualification justifications must be identified in the curriculum vitae of faculty members and must be available for review by the site-visit team. Separate tables are provided for associate-, bachelor’s-, master’s-, and doctoral-level teaching responsibilities.

|  |  |
| --- | --- |
| Faculty Member’s Name: |  |

| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: ASSOCIATE LEVEL** |
| --- |
|  |
| **Teaching Disciplines** | **Qualification****Level** | **Basis for****Qualification** | **Justification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: BACHELOR’S LEVEL** |
| --- |
|  |
| **Teaching Disciplines** | **Qualification****Level** | **Basis for****Qualification** | **Justification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: MASTER’S LEVEL** |
| --- |
|  |
| **Teaching Disciplines** | **Qualification****Level** | **Basis for****Qualification** | **Justification** |
|  |  |  |  |
|  |  |  |  |
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| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: DOCTORAL LEVEL** |
| --- |
|  |
| **Teaching Disciplines** | **Qualification****Level** | **Basis for****Qualification** | **Justification** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |