# SECTION FIVE: APPENDICES

Appendix A: Cover Page of Self-Study

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## Appendix A: Cover Page of Self-Study

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| **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 |  |

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| **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: |  |

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| **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: | | |  | | | |

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

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

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| --- | --- | --- | --- |
| **EDUCATION: GRADUATE WORK RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** | | | |
|  | | | |
| **Discipline** | **Credit Hours**  **(or Contact Hours)** | **Discipline** | **Credit Hours**  **(or Contact Hours)** |
|  |  |  |  |
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| --- | --- | --- | --- |
| **PROFESSIONAL EXPERIENCE RELATED TO AREAS OF ASSIGNED TEACHING RESPONSIBILITIES** | | | |
|  | | | |
| **Area/Discipline** | **Years of**  **Experience** | **Area/Discipline** | **Years of**  **Experience** |
|  |  |  |  |
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| **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** |
|  |  |
|  |  |
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| --- | --- | --- | --- |
| **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** |
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| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: MASTER’S LEVEL** | | | |
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|  | | | |
| **Teaching Disciplines** | **Qualification**  **Level** | **Basis for**  **Qualification** | **Justification** |
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| **AREAS OF ASSIGNED TEACHING RESPONSIBILITIES: DOCTORAL LEVEL** | | | |
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|  | | | |
| **Teaching Disciplines** | **Qualification**  **Level** | **Basis for**  **Qualification** | **Justification** |
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