ACEJMC Preparatory Information
for schools preparing for initial accreditation

Name of institution: ________________________________________________
Name of unit: _____________________________________________________
Address of unit: ___________________________________________________

Unit administrator: ________________________________________________
     telephone: _________________  e-mail: ____________________________
Additional contacts: ________________________________________________
     telephone: _________________  e-mail: ____________________________

1. Governance/Administration
   a) Describe the range of the unit’s program.
   b) Describe the administrative structure of the unit. Be sure to address the role of faculty in unit governance.
   c) Describe the unit’s place in the institutional administrative structure.
   d) Name and title of person to whom the unit administrator reports:
   e) Describe the unit’s policy for regular evaluation of administrators.

2. Budget
   a) Give the unit’s budget for the current academic year.
   b) Is the budget adequate to enable the unit to fulfill its mission?

3. Enrollment
   a) Describe the unit’s student body.
   b) What percentage of the unit’s enrollment is female? minority?

4. Curriculum
   a) Summarize the unit’s curricular structure. Identify core courses and sequences/specialties, if any.
   b) How many hours are required for graduation? Specify quarter or semester hours.
   c) What is the typical enrollment in skills courses?
   d) Have you performed any analysis to see whether students meet the 90/65 provision of Standard 3: Curriculum? If so, what did you discover?

5. Records/Advising
   a) Describe the unit’s methods for academic and career advising.
   b) Describe the unit’s system for maintenance of student records.

6. Faculty
   a) How many full-time faculty does the unit employ? How many part-time faculty?
   b) What percentage of the unit’s faculty is female? minority?
   c) Describe the unit’s policy and methods for the regular evaluation of faculty.

7. Internships/Work Experience
   a) How many credits may students earn in internships?
b) Describe typical internship sites.
c) Describe the unit’s relationship to campus media.

8. Facilities/Equipment
a) Describe the unit’s quarters, facilities and equipment.
b) What are the unit’s most pressing needs in these areas?

9. Research/Scholarship/Creative & Service Activities
a) Describe the research, scholarship, creative and service activities the unit expects of its faculty.
b) How are these expectations reflected in the unit’s and institution’s documents pertaining to promotion and tenure?
c) Describe any programs the unit has to stimulate these activities by faculty (leaves of absence, sabbaticals, etc.).
d) Describe service activities undertaken or sponsored by the unit.

10. Alumni
a) Give the total number of individuals who have graduated from the unit.
b) Describe the methods the unit uses to maintain contact with alumni.
c) Describe the system for maintenance of alumni records.

11. Diversity
a) Does the unit have written goals for diversity and inclusivity? These should be set regardless of whether the institution has its own such goals, or whether it requires the unit to set its own goals.
b) Describe the unit’s attempts to increase diversity and inclusivity in its student population and faculty.
c) Describe the unit’s efforts to introduce students to diversity in media (segments of coursework, guest speakers, etc.).

12. Summary
a) Describe the major challenges facing the program.
b) Describe the major strengths of the program.
c) Identify any external reviewers who have evaluated the program.
d) Append the unit’s mission statement. If the unit plans to offer its professional master’s degree program for accreditation review, append any separate mission statements for that program.