

## Visiting Team Calendar of Events Fall 2017 / winter 2018 accreditation visits

**Please note:** This calendar is an **approximate timeline** of events leading up to, during, and after the accreditation visit. The dates may vary depending on the scheduled date of your accreditation visit.

Date	Event	Action by
August 2016	Dean is reminded that accreditation expires June 30, 2017, and that an accreditation visit must be requested by January 1, 2017.	Secretariat
September 2016	Visiting team (V.T.) chair is identified at Accreditation Board fall meeting. (to be confirmed at winter meeting)	Accreditation Board
October 2016 - December 2017	Acknowledgment of a request for a visit is sent to Dean.	Secretariat
	The appropriate provincial and territorial engineering regulators are notified of the request for a visit.	Secretariat
September 2016 - January 2017	Dean/designated official confirms acceptability of V.T. chair. (Dean/designated official may only veto for good cause, i.e. conflict of interest.)	Secretariat
	V.T. chair is appointed. Programs to be visited are confirmed.	Secretariat
January - February 2017	Documentation for a visit (accreditation questionnaire, criteria for accreditation, accreditation procedures, and others.) is sent to dean/designated official.	Secretariat
February – March 2017	Documentation for visit (criteria for accreditation, accreditation procedures, etc.) is sent to V.T. chair.	Secretariat
November 2016- March 2017	V.T. chair and dean/designated official agree on visit date in the fall of 2017 or winter of 2018. V.T. chair confirms the date in writing to Dean/designated official and Accreditation Board Secretariat by <b>March 1, 2017</b> .	V.T. Chair
March 2017 (continued)	As part of setting the dates for the visit, the dean/designated official confirms the availability of the president/rector, appropriate vice-presidents/vice-rectors, and other central administration personnel (e.g. registrar, dean of graduate studies, deans of faculties providing service courses.) with whom the V.T. chair will meet.	Dean/Designated official

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	Dean/designated official prepares suggested schedule for V.T Chair, Vice-chair, and General visitors and provides the schedule by <b><u>March 1, 2017</u></b> to the V.T. chair for comment.	Dean/Designated official
March 15 – April 15, 2017	Engineering regulators is notified of visit date and requested to select general visitor(s) and submit cv for selected visitors. Washington Accord members are advised that they may propose observers (subject to dean’s and V.T. chair approval).	Secretariat
	General visitor members of visiting team are selected and confirmed by dean/designated official by <b><u>June 1, 2017</u></b>	Regulators
	General visitors are appointed in writing. V.T. chair is notified of the general visitor(s).	Secretariat
	Program visitors are selected, <u>and the V.T. chair must receive the dean/designated official’s approval of this team (excluding the general visitor)</u> . Team member names are sent to Secretariat on <b><u>June 30, 2017</u></b> .	V.T. chair
July - August 2017	The final list of team members with their addresses is sent to dean/designated official for distribution of the questionnaire.	Secretariat
	General visitors submit cv’s to Secretariat.	General visitor
	cv’s of general visitors are sent to V.T. chair.	Secretariat
	Documentation for a visit (criteria for accreditation, accreditation procedures, and others) is sent to all team members.	Secretariat
	Tentative hotel arrangements should be made, based on recommendations of the dean/designated official.	Secretariat
	Tentative assignments of responsibility should be issued to team members other than program visitors.	V.T. chair
8 weeks before visit (September / December 2017)	Completed accreditation questionnaire is sent to team members and Secretariat. (It must be received 8 weeks prior to the visit.) <b>If adequate documentation is not received as required, the Accreditation Board Executive Committee in consultation with the V.T. chair may cancel the visit.</b>	Dean/Designated official
	Schedule for observers (if any) should be finalized based on dean’s suggestions.	V.T. chair

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	Visit arrangements and hotel accommodations are confirmed with dean/designated official and team members. Secretariat provides logistical support.	V.T. chair
	Visitor performance evaluation forms are sent to V.T. chair.	Secretariat
4 weeks before visit	Program Directors/Department chairs prepare suggested schedules for program visitors. All schedules to be provided directly to program visitors by <b>four weeks before the visit</b> with copies to the Dean/designated official and V.T. chair.	Department Chair/Program Director
Visit date	The on-campus visit occurs.	Visiting team
End of visit	Individual team member reports are submitted to V.T. chair.	Team members
Visit date + 2 weeks	Expense claims submitted to Engineers Canada.	Team members
Visit date + 4 weeks	A copy of the V.T. chair's report is sent to V.T. members.	V.T. chair
	Visiting team report is sent to Secretariat. Visitor evaluation forms are submitted to Secretariat.	V.T. chair
December 2017/ February – March 2018	V.T. report is sent to Accreditation Board Executive Committee for editing.	Secretariat/ Exec. Committee
	Edited V.T. report is sent to V.T. chair for review and comment.	Secretariat/ V.T. chair
March – April 2018	V.T. report is sent to Dean for comment.	Secretariat
	Dean sends his/her comments on V.T. report to Secretariat.	Dean
	Dean's comments are sent to V.T. chair for his/her comments.	Secretariat
	V.T. chair sends his/her response to the dean's comments to Secretariat, and Secretariat forwards it to the dean for information.	V.T. chair
May 2018	Accreditation decision dossier (ADD) is provided to Accreditation Board members.	Secretariat

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Date	Event	Action by
2 weeks before decision meeting (meeting normally is the first week of June)	Dean is given the opportunity to provide final input (clarifications and/or updates) relevant to the ADD for consideration by the Accreditation Board for the June decision meeting. This additional information should be received by the Accreditation Board Secretariat, at least, two weeks before the meeting.	Dean
June 2018	Accreditation Board spring decision meeting is held in early <b>June 2018</b> .	Accreditation Board
	Accreditation decision letter is prepared and reviewed.	Exec. Committee
	Accreditation decision letter is sent to the dean on <b>June 30, 2018</b> .	Accreditation Board chair
July 2018	Notification of decision(s) is sent to President of the institution.	Accreditation Board chair
August 2018	Visiting team members are notified of accreditation decision(s).	Accreditation Board chair
	List of accredited programs is updated for Accreditation Board report ending <b>August 28, 2018</b>	Secretariat