



TEN GUIDING PRINCIPLES FOR THE SITE VISIT

- 1. CONFIDENTIAL INFORMATION**
Site visitors often learn private matters about an institution that otherwise are not publicly known. Do not disclose evaluation visit activities or results following the visit.
- 2. PERSONNEL OPPORTUNITIES**
Site visitors often discover talented personnel during evaluation visits. Do not take advantage of the opportunity afforded by your position on the team to recruit personnel.
- 3. SERVICES AND GIFTS**
Site visitors may be invited to services or gifts. Do not accept any articles, no matter how small. Be mindful of any activity or the appearance of impropriety.
- 4. CONSULTING**
Site visitors might see an opportunity to suggest themselves for consultant services, a temporary job, or a permanent position with the institution. Actively paid consultants should not serve on ACICS site evaluation visits.
- 5. DEFICIENCIES**
Site visitors should report deficiencies that violate Council expectations. Areas in which the institution may correct minor details should be permitted and encouraged.
- 6. GOOD JUDGMENT**
The accreditation process is developmental, not punitive. Site visitors should see accreditation as a mechanism to (1) assure the quality of the institution, and (2) promote the improvement of the institution.
- 7. BEST INTENTIONS**
Site visitors should report the positive and negative side of their findings. Evaluators should not attempt to fix concerns. Rather, constructive criticism should be provided for overall institutional improvement.
- 8. PERSONAL OPINION**
School personnel often see site visitors as being the final authority. Site evaluators should refrain from personal theories, philosophies, or techniques as the solution to areas of concern. Council standards should be the rule of measure. Recommendations should be included following the conclusion of the report and should be based on practicality, applicability, and merit.
- 9. DISCRETION**
Site evaluators are privileged to hear personal opinions and concerns from school personnel. This candor is essential to the evaluation process. As a result, the information received should be positively used and shared when appropriate, but all efforts should be made to protect the identity of those critical of an institution.
- 10. OBJECTIVITY**
Site evaluators should conduct their review with objectivity. All institutions should receive the same level of review scrutiny regardless of their size, affiliation, or accreditation history.