Sheffield University Management School.

Preparing for Accreditation

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ABS Senior Managers Conference, October 2013

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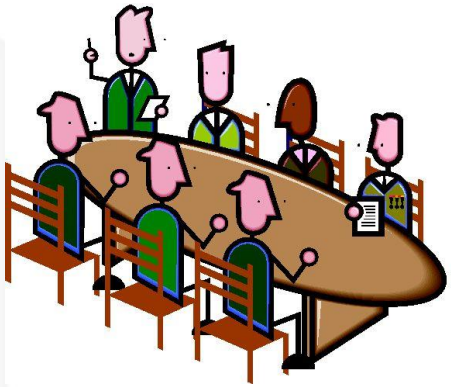
Structures

Data and documentation in one place

Dean leading the way

Accreditation Committee in place



Senior Administrator managing project

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Preparing for the Reports

- Narrative
  - Dean
  - Associate Deans
  - Senior Administration

- Data
  - University sources
  - School sources
  - Surveys to capture unknowns

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aacsb.edu/accreditation/business/standards/2013/tables/table-2-1.pdf
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Table 2-1 Intellectual Contributions

Part A: Five-Year Summary of Intellectual Contributions

Faculty Aggregate and summarize data to reflect the organizational structure of the school's faculty (e.g., departments, research groups). Do not list by individual faculty member.	**Portfolio of Intellectual Contributions**			**Types of Intellectual Contributions**								
	Basic or Discovery Scholarship	**Applied or Integration/Application Scholarship**	**Teaching and Learning Scholarship**	**Peer-Reviewed Journals**	**Research Monographs**	**Academic/Professional Meeting Proceedings**	**Competitive Research Awards Received**	**Textbooks**	**Cases**	**Other Teaching Materials**	**Other IC Type Selected by the School**	**Percent of Faculty Producing ICs***
*After each grouping of faculty by organizational structure, please indicate the percentage of faculty producing ICs in the column on the far right.												

Part B: Alignment with Mission, Expected Outcomes, and Strategy

Provide a qualitative description of how the portfolio of intellectual contributions is aligned with the mission, expected outcomes, and strategy of the school.

Part C: Quality of Five-Year Portfolio of Intellectual Contributions

Provide evidence demonstrating the quality of the above five-year portfolio of intellectual contributions. Schools are encouraged to include qualitative descriptions and quantitative metrics and to summarize information in tabular format whenever possible.

Part D: Impact of Intellectual Contributions

Provide evidence demonstrating that the school's intellectual contributions have had an impact on the theory, practice, and/or teaching of business and management. The school is encouraged to include qualitative descriptions and quantitative metrics and to summarize the information in tabular format whenever possible to demonstrate impact. Evidence of impact may stem from intellectual contributions produced beyond the five-year AACSB accreditation review period.

Notes: Please add a footnote to this table summarizing the school's policies guiding faculty in the production of intellectual contributions. The data must also be supported by analysis of impact/accomplishments and depth of participation by faculty across disciplines. The data presented in Table 2-1 should be supported by faculty vitae that provide sufficient detail to link individual citations to what is presented here. Interdisciplinary outcomes may be presented in a separate category but the disciplines involved should be identified.

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Data organisation

Information all over the place

Word survey

Many spreadsheets

One Database

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Database

- Easy to use
- IT department can maintain it
- Capture any data that couldn’t be obtained easily from the University’s records
- Compatible with key University records, so can import
- Never ask academics to enter twice
- Shelf life of ten years

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Process implementation

Examples:

- AoL
- Stakeholder consultation
  - Mission and Vision
  - Advisory Board
- Implementing Faculty Qualification identifiers: SA, SP, PA, PI (old AQ/PQ)

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Base Room

- Prizes
- Pictures of students engaging in School life
- Backing material – testimonials, stories
- Assurance of Learning

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Post accreditation processes

- Annual production of tables
- Annual production of mini-report, covering the key areas
- Ongoing collection and maintenance of data from academics

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6 Top Tips

- Dean leads the way
- Senior Academic, Senior Administrator
- Accreditation committee
- Processes in place two years before visit
- Create a skeleton SER for the academic contributors
- Collect Base Room materials early