

## **Evaluation Team Associates**

The Middle States Commission on Higher Education extends to its members the opportunity for professional education through participation on a Middle States evaluation team. The Commission may appoint one associate to accompany an evaluation team, provided that the institution to be visited and the team chair agree.

Appointment as an evaluation team associate is available to faculty members and administrators of candidate and member institutions, scholars or academic administrators visiting from abroad, professionals at education-related organizations, or others approved by the institution. Institutions preparing for evaluation may find it useful to secure such appointments to gain a general understanding of the accreditation process. In every case, however, associate appointments are made solely for the professional development of the individual and for the benefits to be gained for his or her institution. Participation as an Evaluation Team Associate does not necessarily lead to future assignments to evaluation teams.

Once appointed, the Associate will ordinarily receive information about the evaluation visit to be made. An evaluation team associate has access to the materials a team receives, is housed with the team, works closely with it under the direction of the chair, and usually participates in the team's conferences. However, an associate does not contribute directly to the team's evaluation report or to its recommendation regarding accreditation. Associates do not automatically receive a copy of the team's report, although the institution may send a copy at its discretion. An associate is required to keep confidential all information relating to and learned in preparation for or during the visit.

Evaluation team visits for an institution's initial or decennial reaccreditation typically last three days, and evaluation team associates usually participate for the entire period. Associates are not normally assigned to small teams that visit institutions for special purposes, which typically occur between decennial visits and are for shorter periods of time.

There is no fee for the evaluation team associate's home institution. However, the Commission will compensate the host institution for expenses in accordance with the MSCHÉ Schedule of Dues and Fees. In addition, the associate or the associate's home institution is responsible for paying directly for lodging and travel costs to and from the evaluation location.

Institutions wishing to place staff members as evaluation team associates should write to the Evaluation Services Coordinator at the Commission.