

## **Peer Review Team Member and Site Visitor Qualifications**

Peer review team members provide the Commission with verification of the documentation, practices and assertions of the institution or program seeking accreditation related to meeting the accreditation standards. All team members must be trained by ACHENA in the standards and policies related to accreditation and agree to abide by the ethical principles maintained as part of the evaluation process.

1. Qualifications and expectations: Peer Reviewer
  - A. Current or recent involvement in training program or other experiences relevant to the responsibilities of the specific role on the peer review team:
    1. Content – experience as a homeopathic practitioner
    2. Education – experience as an instructor or professor, familiarity with syllabi, teaching methods, assessment of student performance and general expectations in academia for masters and doctoral degree level programs if the applicant includes a degree program
    3. Administrative – experience as an admissions representative, registrar, student advisor, or a supervisor of any of these roles. Compliance officers and others with general institutional accreditation experience are accepted.
    4. Management – experience in reviewing enrollment agreements and other financial documents, strategic planning and managing employees. Compliance officers and others with general institutional accreditation experience are accepted.
  - B. Familiarity with the ACHENA accreditation standards and understanding of the criteria needed to comply with those standards.
  - C. Dependability – Can be counted on to be responsible in meeting obligations.
  - D. Objectivity – Can remain focused on the Standards, setting aside personal views to evaluate the institution's/program's operation according to the established criteria.
  - E. Communication skill – Can interact in a professional manner to obtain appropriate information.
  - F. Computer literate in use of Microsoft Word and ability to work with electronic submission
  - G. Skilled in accurate recall, note taking and report writing.
  - H. Capable of deductive reasoning and logical analysis.
  - I. Respects the confidentiality inherent in the accreditation process.
  - J. Maintains a flexible, cooperative attitude.
  - K. Is physically able to fulfill responsibilities.
  - L. No individual may serve on a peer review team unless she/he has attended an Accreditation Training
  
2. Qualifications and expectations: Team Leader
  - A. Fulfill one of the roles under the Peer Reviewer qualifications in addition to those below.
  - B. Team Leaders must have participated as a peer reviewer at least one review cycle
  - C. Interviewing skill – Can successfully interact in a professional manner to obtain appropriate information and to sensitively handle attitudinal problems that may arise.
  - D. Time management skill – capable of creating and managing a schedule, prioritizing activities as needed.
  - E. Responsible for final completion of Site Visit Team Report and assigning ratings to the report sections following consultation with peer review team members.

3. Process of becoming ACHENA Reviewers and Team Leaders
  - A. Completion of the Peer Review Evaluator Recruitment Form.
  - B. Submission of a current resume, letter of application, references, and signed Statement of Ethics.
  - C. Participation in ACHENA site reviewer training at a ACHENA Accreditation Training Workshop or similar training event.
  - D. Review of the application materials by the Commission staff. They determine, based on qualifications and training workshop participation, whether the applicant meets the requirements for a ACHENA Peer Reviewer. They also determine in which specialty areas the applicant is qualified to serve.
  - E. Become part of the pool of potential on-site visitors.
  - F. When there is a review and visit needed the ACHENA staff send out an invitation for reviewers. Respond to the invitation with your availability and notification of any conflicts with the list of schools/programs to be reviewed.
  - G. The ACHENA staff will match reviewers to teams based on availability, absence of conflicts, geographic proximity to the school, experience in the accreditation process and strengths of fellow review team members.
  - H. Team Leaders will be chosen based on the same criteria as peer reviewers plus recent visit experience, quality of writing, history of appropriate demeanor and timeliness of responding to ACHENA staff questions during editing of the Team Report.
  
4. Selection of ACHENA Site Visit Teams
  - A. The ACHENA office maintains a list of potential review team members who have been approved by the President based on their credentials.
  - B. Notification of all off-site and on-site visits in the upcoming cycle is sent to potential team members, who respond with their availability for specific visits.
  - C. ACHENA staff reviews the available team members and matches them with the requirements of the upcoming reviews. A Commission Representative may be a team member.
  - D. The ACHENA staff selects one of the team members who is qualified as the Team Leader.
  - E. In order to maintain the high standards of impartiality and objectivity every effort is made to ensure that no conflicts of interest, real or perceived, exist. Site review team members are expected to refrain from participating in any visit where they would have a real or perceived conflict of interest. Since the ACHENA office cannot be knowledgeable of all potential conflicts of interest, it is the responsibility of the applicant and proposed team members to notify ACHENA if a specific nominee is unsuitable for a particular review. A list of all potential reviewers is sent to the applicant school or program, thus giving the applicant the opportunity to identify reviewers who may have a conflict of interest. The objections of the applicant are taken into consideration when the slate of reviewers is drawn up. The applicant is then notified of the composition of the team.  
 The following situations are possible conflicts of interest:
    1. Ownership of or employment at competing institutions/programs.
    2. Former employment by the applicant.
    3. Family or friendship connections with the operators of the institution/program.
    4. Close professional or personal relationship with staff/faculty members.
    5. Professional consulting relationships with the applicant.
  - F. Peer Reviews are scheduled in coordination with the applicant's schedule, and the Peer Review team members are notified.
  - G. The Team Leader chooses a date and time to host a conference call approximately one week prior to the on-site visit. The call provides an opportunity for the team members to discuss what they have read in the Self Study Report (SSR), ask questions of the ACHENA staff and prepare specific questions they want to ask the applicant during the site visit. If the team finds any areas of the SSR are lacking significant information or evidence, the team passes the information on to the applicant through the ACHENA staff so they may prepare the additional material in time for the visit. All the assigned team members will participate in both the

conference call and the on-site visit to the campus. One new Peer Reviewer not assigned to the team who does not have any experience may be included in the conference call to learn about the process by mentoring with a more experienced reviewer.

#### Evaluation

- A. The team leader evaluates all peer reviewers after each review.
- B. All peer reviewers evaluate team leaders after each review.
- C. Programs/institutions evaluate site visitors and the peer review process.
- D. Staff reviews all evaluations as they are received; these also are reviewed bi-annually by the Research and Assessment Committee.

#### **Accreditation and Peer Reviewer Workshops**

ACHENA sponsors workshops that address all aspects of its accreditation process, particularly policies, procedures and Standards. Peer reviewer instruction is also an integral part of the training.

For a schedule and details about upcoming workshops or for more information – call 425-822-2667 or email [info@achena.org](mailto:info@achena.org)

Accreditation Commission for Homeopathic Education in North America  
ACHENA  
101 S. Whiting St., Suite 315  
Alexandria, VA 22304  
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[www.achena.org](http://www.achena.org)

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Peer Review Evaluator Recruitment Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street address

City

State

Zip code

Shipping Address: (For mailing packages related to site visits. Most items will be emailed. We cannot ship to PO Boxes. Indicate same if same as above.)

Street address

City

State

Zip code

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ (Fax) \_\_\_\_\_

Email \_\_\_\_\_

ACHENA sends out information about upcoming site visits approximately 1 month prior to the visits. This includes a letter outlining the visit. This will be sent via email. Please indicate your preferred email address:

Email (Microsoft Word attachment) \_\_\_\_\_

The following questions are designed to provide further clarification about your qualifications as an evaluator. Please answer all questions and attach a current resume or curriculum vitae and return to the ACHENA office.

1. I have served on an ACHENA onsite visit as an evaluator at least once. Yes No  
If Yes, most recent visit \_\_\_\_\_
2. I have attended an ACHENA workshop specifically to be trained as an on site evaluator (required). If yes date \_\_\_\_\_ Yes No
3. I have served as an onsite evaluator for another accrediting agency. Yes No  
If Yes, which agency? \_\_\_\_\_
4. My vocational activity is primarily characterized as: (Choose only one)  
Administrative \_\_\_\_\_

Homeopathy Practitioner \_\_\_\_\_ Educator \_\_\_\_\_ Management \_\_\_\_\_

5. Types of training programs I would be qualified to evaluate: (Indicate all that apply)

Homeopathy \_\_\_\_\_  
Distance Education courses \_\_\_\_\_  
Associate Degrees \_\_\_\_\_  
Master's Degree \_\_\_\_\_  
Doctoral Degree \_\_\_\_\_  
Other: (Specify) \_\_\_\_\_

6. Each member of a team has primary responsibility for verifying specific Accreditation Standards, as follows:

Administrative:	Standard 5	Student Recruitment and Admissions
	Standard 6	Student Services
	Standard 7	Student Records and Progress
Content:	Standard 2	Curriculum and Instruction
	Standard 3	Faculty
	Standard 4	Instructional Resources
Education:	Standard 2	Curriculum and Instruction
	Standard 3	Faculty
	Standard 4	Instructional Resources
	Standard 10	Degree Programs
Management:	Standard 1	Mission and Objectives
	Standard 8	Financial Practices
	Standard 9	Management

The evaluator position(s) for which I believe I am qualified is (are):

\_\_\_ Administrative    \_\_\_ Content    \_\_\_ Education    \_\_\_ Management

7. Please describe those aspects of your experience and knowledge that have prepared you for serving in the evaluator position(s) you have checked. *Feel free to use the back of these forms to elaborate.* This information may include, but is not limited to:

- a. Your education in homeopathy or any other field
  
  
  
  
  
  
  
  
  
  
- b. Your professional duties/skills that you have employed in your work. (e.g. negotiation, problem solving, computer skills)
  
  
  
  
  
  
  
  
  
  
- c. Your service as an officer, board member, or administrator in a school or organization.

d. Your work experience related to professional practice of homeopathy:

e. Your work experience related to teaching:

f. Your work experience related to management:

g. Other relevant information:

h. I am fluent in the following non-English language(s):  
(Conversational ability and reading knowledge assumed unless otherwise noted)

**Thank you for completing this form. Remember to attach your resume!!!!**