

# **Guidelines for New Evaluation Committee Members**

## **ATS Commission on Accrediting**

Thank you for agreeing to participate on a committee for an upcoming evaluation visit on behalf of the ATS Commission on Accrediting. We appreciate your willingness to serve in this way. These guidelines will orient you to what you can expect in the coming weeks and how to prepare for your visit.

### **Hotel Accommodations**

The school will secure hotel reservations for you with a private room for each committee member. Your room, as well as any meals charged to your room, will be billed directly to the school. You may need a photo ID to verify your identity when checking in to the hotel. You will need a personal credit card only if you have any incidental expenses. At least 45 days before the visit, the school will email you an "Evaluation Visit Travel Information Form," which has the name, location, and website for the hotel, as well as your confirmation number. That form will also ask you if you have any special needs or dietary restrictions (for any meals provided on campus).

### **Travel Arrangements**

You will make your own travel arrangements to and from the visit, charging it to your credit card. You can request reimbursement for that expense as soon as you book your flight (and can provide a receipt), or you can wait until the conclusion of the visit and include that expense with any other travel expenses you may have (e.g., airport parking). At least 45 days before the visit (see above), the school will ask you to let them know of your travel plans. They will also let you know then which airport to use, if there are multiple local options. The school needs your travel plans so they can arrange local transportation from the airport to the hotel when you arrive and from the campus to the airport when you leave (see below). We recommend that you book your flight (coach) at least 6 weeks (but no later than 4 weeks) before the visit to obtain the most reasonable price. Committee members within reasonable driving distance of the school may choose to drive instead of fly. If you drive, you will be reimbursed at the standard (U.S.) IRS mileage rate; however, the total cost of driving may not exceed the cost of coach airfare.

### **Transportation during the Visit**

The school will arrange local transportation to and from the airport, as well as transport the committee members between the hotel and the campus each morning and evening during the visit. If a committee member has chosen to drive to the school, that person may not transport any committee members during any part of the visit due to ATS insurance regulations. Commission staff members are also not expected to rent a vehicle to transport committee members during the visit, though staff may choose to do so at their discretion. The school will provide transportation during the visit, including travel to and from the airport, though some schools may request committee members to use a local taxi service at the airport. If a taxi is used, you must pay for it and submit a receipt to be reimbursed by the Commission.

### **Reimbursement of Expenses**

The ATS Commission reimburses committee members for travel expenses and any related costs incurred as a result of traveling for the visit (e.g., mileage, parking, tolls, taxi/shuttle service, meals; *alcohol is not a reimbursable expense*). You may also request reimbursement for an additional night of hotel stay, if deemed necessary traveling to/from the visit (*please request the school's approval as soon as possible*). At least 60 days before the visit, you will receive from our office an Expense Reimbursement form, with

another copy on the last day of your visit. You may use the first one to request reimbursement for your airfare as soon as it is booked, or you may wait to the end of the visit to request reimbursement for that expense along with any other expenses.

### **Receipt of Materials from ATS**

Approximately seven weeks prior to the start of the visit, the ATS Commission office will email you several documents to help you prepare for your visit. Those documents include the Evaluation Committee Roster (with contact information for each committee member and for the school), the Authorizing Action Letter (from the ATS Board of Commissioners), the Prior Comprehensive Evaluation Committee Report, the School's Accrediting History (providing a chronological list of actions taken by the ATS Board of Commissioners over the years for this school), and an Institutional Fact Sheet (summarizing key data for this school over the last five years).

### **Receipt of Materials from the School**

For a comprehensive evaluation visit, 45 days prior to the visit you will receive a printed, bound copy of the school's Self-Study Report, as well as a USB flash drive with electronic copies of the Report and of the Appendices. For a focused evaluation visit, about three weeks prior to the visit you will receive a USB with all of the materials that have been requested by the ATS liaison, as stated in the visit prospectus. *If you do not receive the materials within the appropriate timeframe, please contact the ATS Commission office.*

### **Conference Call**

Approximately two weeks prior to the evaluation visit, the committee will participate in a one-hour conference call with the school's ATS Commission staff liaison. Prior to that call, you will receive an email from the ATS Commission office asking you to complete a survey of times to indicate your availability. Once a time has been confirmed, you will receive instructions on how to enter the call. The call will review assigned responsibilities, a schedule of interviews, and potential strengths and concerns noted in the self-study materials.

If you have questions at any time, please do not hesitate to contact the ATS Commission office.

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