



Preparing for the Audit Visit

Local practitioner

TEAC requests that you identify a local practitioner, such as a teacher or administrator, who will serve as a member of the audit team for your program ([see policy for local practitioners](#)). Please send an electronic copy of the practitioner's vita along with a note about why he or she was selected.

Auditor vitae

We will send the curriculum vitae for the TEAC auditors, and will ask that you notify us if you perceive any conflicts of interest with them or any members of the team. ([See the TEAC conflict of interest policy](#)).

Audit team travel and accommodations

Audit team members will arrange their own transportation to and from the audit location, and will strive to minimize costs and inconvenience to you and your colleagues.

We do request that you arrange for lodging for the team. Since we will be doing some of the audit work at the hotel, we would prefer a hotel with Internet access (either wireless or Ethernet) in the rooms.

The audit team will arrive on the evening prior to the first day on campus for an organizational meeting at the hotel you select, and will generally plan to work on campus for 2-3 days.

Materials to be sent in advance of visit

In order to complete our work on campus in the few days we have scheduled, it would be helpful for us to receive the following materials in advance of our visit:

- a schedule for the visit (see "Schedule during the visit" below for requested meetings),
- a schedule of all required classes for all program options,
- a catalog, or a link to your online catalog,
- a fact book or data book published by your institutional research office, or a link to your online fact book, if you have one (and if you have only limited copies of your fact book/data book and would like us to return the copy you send, we would be happy to do so),
- the formal notification letter from your state department of education that your program graduates are eligible for a license,

- materials from other accreditors, if applicable,
- any electronic data files (in Excel or SPSS, for example) that you used to create the tables or to compute the statistics in your *Inquiry Brief* or *Inquiry Brief Proposal*. Note: do NOT include social security numbers or any other sensitive information in the data files you send.

Materials during the visit

While on campus, we will spend much of our time examining supporting material used in the preparation of the *Inquiry Brief* or *Inquiry Brief Proposal* (student files, course syllabi, faculty vitae, research articles cited in the *Brief*, spreadsheets, statistical programs, etc.). As a general rule, any materials, data, files, or persons that were described or referenced by the authors to write the *Inquiry Brief* or *Inquiry Brief Proposal* should also be available to the team during the visit.

Technology during the visit

The TEAC auditors will bring their own laptops and will not need to be supplied with computer access. However, the local practitioner will need a computer installed with Microsoft Word (2003 or 2007 version), so we request that you determine whether he or she/they prefers to bring a laptop from home or work, or to use a computer (laptop or desktop) supplied by you.

It is very helpful to have wireless or Ethernet Internet access in the work room. It is sometimes helpful to have access to a printer, but we can use flash drives to print documents with printers outside the work room if need be.

Summary of the case and clarification questions

Prior to the visit, we will send you our summary of the case, which represents our understanding of the case you make for accreditation in the *Inquiry Brief* or *Inquiry Brief Proposal*, and ask that you review the summary and let us know of any inaccuracies. We may also send you some questions about the content of your *Inquiry Brief* or *Inquiry Brief Proposal*. These are usually about matters that are unclear to us and require further clarification on your part. We ask that you answer these questions in writing and send them back to us by email before our visit, if possible.

Schedule during the visit

As noted earlier, we will spend much of our time examining supporting materials, so it is most useful for us to have several extended blocks of time for this purpose. In addition, we would like to schedule meetings with the following groups:

- A representative sample of your current students
- Program faculty
- Adjunct instructors
- A representative sample of cooperating teachers/internship mentors
- Senior administrators at the institution (e.g., the president, provost, and dean), together if possible

We may also have specific questions for others on campus, but we do not need to schedule formal meetings with them at this time. However, we request that you notify people relevant to the program (arts and science instructors, fiscal officers, etc.) of our visit so that they could be available while we are on campus, if possible.

At the close of our visit, we would like to meet with the accreditation team, as well as any other interested faculty, to discuss the next steps in the accreditation process and to answer any questions you might have.

Audit fee and expenses

Please note that after the audit visit is completed, TEAC will send an invoice to your institution which will include the audit fee (excluding the honorarium for the local practitioner, which you handle directly), as well as all expenses incurred in the course of the audit, so you do not need to prepare payments for the auditors.

Please let us know the university's policies with respect to meal and liquor reimbursement so that we stay within your guidelines.

Auditor gift policy

On past audits, program representatives have occasionally presented auditors with souvenirs or care packages at the close of the audit. While we appreciate the sentiment behind these efforts, please know that as an ethical matter we cannot accept gifts of any kind, and as a practical matter we tend to travel compactly and in most cases would not be able transport these tokens even if we wished to.

Finally, we can appreciate that audits may seem as if they must be inherently stressful. That is not our view and the team is eager to have the audit visit be as pleasant and productive as possible for all parties. The audit team comes with the goal of verifying the content of the *Inquiry Brief* or *Inquiry Brief Proposal*, and will work hard to do that. If some point cannot be verified on the first look, the auditors do not simply conclude that it was not verified, they look for alternative ways to verify and corroborate the point.