Proposal Reviewer Reference

Thank you for your time and commitment to serve as a proposal reviewer. Providing feedback on an AAQEP member's Accreditation Proposal helps to realize a number of goals:

- To provide formative feedback with regard to the intended data sources to be used in the self-study in a timeframe that allows the provider to make use of the feedback.
- To ensure consistency in expectations between the provider and its review team at the time of the site visit by confirming in advance that the proposed evidence addresses all the aspects of AAQEP Standards 1 and 2 for all programs included in the review.
- To formally record programs' contextual challenges and planned innovations that are pertinent to the accreditation review.

What to Expect in a Proposal

With these goals in mind and in light of AAQEP's commitments to collaboration, recognition of context and mission, and improvement-focused and innovation-friendly protocols, there are a few things reviewers can expect to find in a proposal.

What to look for
SECTION 1: Introduction / overview of programs and context
In the introduction, proposal authors provide information they feel is important for reviewers to understand about their program(s); the level of detail may vary from proposal to proposal. This overview is not intended to be as comprehensive as the full introduction to the self-study report, but rather a brief sketch to orient you as a reader. You'll also find a program specification table[1] listing the programs to be included in the AAQEP review.
SECTION 2: Measures to be used as evidence for Standard 1 and Standard 2
Section 2 identifies the proposed evidence sets for Standards 1 and 2. Evidence should be aligned to each aspect of Standards 1 and 2, often presented in multiple tables in order to illustrate how evidence requirements will be met (particularly for Standard 1:

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[1] Depending on the guidance available to authors at the time they were writing their proposals, some proposals may not include a program specification table, but the introduction should still identify the programs under review.

multiple measures, multiple perspectives, direct measures of performance).
SECTION 3: Explanation of how validity, reliability, trustworthiness, and fairness of the measures will be established
Section 3 explains how the provider established (or plans to establish) validity, reliability, trustworthiness, and fairness of the proposed measures. Links to locally developed measures may also be included.
SECTION 4: Description of contextual challenges and planned or implemented innovations
Section 4 identifies any new or emerging aspects of the provider's programs, new assessments, plans for monitoring changes, and markers used to guide their evaluation.

What not to expect
A long and detailed narrative. The proposal is not a draft of the entire self-study report but rather an overview of the provider's context and a brief treatment of the proposed evidence for Standards 1 and 2.
Material related to Standards 3 and 4. The proposal focuses almost exclusively on Standards 1 and 2. Section 3 (regarding evidence of data quality) does address an aspect of Standard 3.
Data from the assessments. The goal of the proposal is to *identify* the evidence sets to be used, but it will not include the actual data.

Process Tips

Keep in mind
As a proposal reviewer, you are a timely critical friend for the provider. Think about how to give feedback that will be well received and useful (considering factors such as tone, grain size of comments, etc.).
Read the entire proposal before entering text in the proposal review form. Document responses in the review form on a second reading.
Keep in mind the proposal is not a draft of the entire self-study report, but serves the sole purpose of defining the evidence set to be used and means of establishing data quality.
Don't be alarmed if the provider doesn't reach out to schedule a feedback exchange meeting. Follow-up exchanges are requested only about half the time.

Proposal Review Timeline

When	What
Within the next 2 months	❏ Read the Proposal Review Form instructions ❏ Read the proposal ❏ Complete the Proposal Review Form ❏ Email the finished Proposal Review Form to the provider *and* the Accreditation Coordinator
At the provider's invitation	❏ Complete a feedback exchange meeting with the provider (if requested)
After the feedback exchange meeting	❏ Delete the proposal and any related documents with sensitive information from your devices ❏ Complete the AAQEP evaluation (the Accreditation Coordinator will email a link to this evaluation)