

Team Member Role and Responsibilities Guide

Before the Review

1. Read all the general WSCUC material before you delve into the institution-specific material.
2. Read the institutional material with the Standards and CFRs by your side:
 - a. When you see something of concern, check the CFRs for guidance and a reference.
 - b. Make a note of this.
3. Use a method of flagging items in the report or documents you want to discuss with the team.
4. Put all your questions or concerns into a list so you are sure to capture them all and can check them off as you explore them.
5. When you see any area requiring follow-up, think about:
 - a. What you want to know.
 - b. Where you might find it.
 - c. Who might know the answer.
 - d. Whether you can verify with more than one source.
6. Go to the institution's website and explore the areas you are assigned:
 - a. This will give you a feel for the institution.
 - b. This may provide additional data points or areas to explore.
7. Read over the bios of your fellow team members and the key people with whom you will interact at the institution.
8. Prepare your worksheet and get it in by the deadline so the team can have a productive conversation.

During the Review

1. Follow the schedule with care.
2. Don't be afraid to ask questions or to ask for help from other team members, especially the chair and assistant chair.
3. Remember you are representing WSCUC, and use only WSCUC Standards in evaluating the institution's report.
4. Avoid the temptation to act as a consultant or to give advice; avoid comparing the institution to your own institution.
5. Complete drafting assignment by the deadline so the team report can be done well and on time.
6. Follow the lead of the chair and assistant chair.
7. Do not reveal the confidential team conclusions to anyone, in or out of the institution.

After the Review

1. Do not discuss the team report or conclusions, the Offsite Review, the site visit, the Commission decision, etc., with the institution ... ever.
2. After the Offsite Review, do not have any contact with the institution about any matter until the Accreditation Visit unless cleared with the chair or the WSCUC liaison.

3. If someone at the institution contacts you, tell them you cannot talk to them and refer them to the WSCUC staff liaison.
4. Comment on the team report in a timely manner so it can be submitted to the institution on time.
5. Feel free to contact the chair or assistant chair about the visit and the outcome.
6. Submit your reimbursement forms to WSCUC within 15 days of the Offsite Review or site visit.
7. Do not consult with the institution for one year after the site visit.