**ABET Visit Responsibilities and Deliverables**

| **Pre-Visit** | **During the Visit** | **Post-Visit** |
| --- | --- | --- |
| **Team Chair**   * Initial contact with institution   + Confirm visit dates and PEVs * Organize and hold one or more pre-visit phone conferences * Arrange logistics for the visit   + Coordinate travel and meal arrangements * Generate & distribute contact information to all involved in visit (including cell phone info) * Coordinate all of the above activities with team chairs from other commissions in the case of Joint or Simultaneous visits * **Deliverables**   + **Establish visit dates by May 31**   + **Societies establish PEVs by June 30** | **Team Chair**   * Coordinate and manage visit * Ensure any unforeseen issues are resolved quickly and appropriately * Oversee the completion of the Exit Meeting statement and the Program Audit Form * Assign team members to duties at the Exit Meeting, as appropriate * **Deliverables**   + **Program Audit Form delivered to the institution during the Exit Meeting** | **Team Chair**   * Follow-up correspondence with the institution (thank you letters, visit specific items, etc.) * **Deliverables**   + **Within 10 working days after travel – Expense forms**   + **30 days after visit – post the following documents to ABET**      - **Draft Statement (DS)**     - **Evaluation of PEVs (web)** |
| **Program Evaluators**   * Arrange travel through ABET travel agency * Prepare for visit   + Read Self Study and any previous final statements of relevance to the visit   + Evaluate transcripts * Participate in any pre-visit conferences * Start your completion of the   + Program Evaluator Worksheet (PEW)   + Program Evaluator Report (PER) | **Program Evaluators**   * Complete all assigned meetings and tasks * Work with team to arrive at consensus on initial accreditation recommendation * Using the electronic AMS Program Audit Editor complete the Program Audit Form * Participate in generation and delivery of the Exit Meeting statement * **Deliverables** * **Program Audit Form**   + **Program Evaluator Worksheet delivered to Team Chair (electronic)**   + **Program Evaluator Report Form delivered to Team Chair (electronic)** |  |

**All forms submitted to ABET Headquarters are submitted through the Draft and Final Statement Editing Tool**

| ***Summary of Team Chair Due Dates*** | |
| --- | --- |
| * *All visit dates identified by May 31. Contact Jane Emmet at jemmet@abet.org if additional time is required.* * *All PEVs assigned by CSAB by June 30* * *All Interim Report Draft Statements submitted to Editor 1 by August 31* | * *All Draft Statements submitted within 30 days of visit* * *All Final Statements submitted within 21 days of receipt of due process response from institution* |