

# PEV BASICS

## **Volunteering for ABET**

ABET's volunteers are the heart of its operations and the face of quality in today's technical higher education.

More than 2,000 dedicated technical professionals — faculty, deans, department heads, industry leaders, government representatives, and private practitioners — donate their time and effort to ABET each year.

Most ABET volunteers begin their service as program evaluators (PEVs). Program evaluators play a vital role on ABET's review teams who visit college campuses and evaluate programs seeking accreditation.

## **Minimum Qualifications Required**

Prospective program evaluators must meet the following minimum qualifications:

1. Demonstrated interest in improving education.
2. Membership in one or more ABET Member Societies or willingness to become a member prior to applying to serve as a program evaluator. (Computing professionals: Membership in or willingness to join ACM or IEEE/CS fulfills this minimum qualification.)
3. Formal education and recognized distinction in their field.
4. Degree appropriate to the field.
5. Experience with accreditation processes and/or quality improvement processes.
6. Internet and e-mail access and proficiency in using word processing programs (compatible with Microsoft Word and Word Perfect), spreadsheets, and PDF files.
7. Other minimum qualifications as required by ABET's member societies.

## **Additional Qualifications**

On the reverse are the knowledge, skills, and attitudes that a successful program evaluator exhibits and against which prospective PEVs are evaluated. If you're up to meeting these challenges and would like to get involved, visit [www.abet.org/volunteer-to-become-a-program-evaluator/](http://www.abet.org/volunteer-to-become-a-program-evaluator/) today.

## **How to Apply**

Simply visit [www.abet.org/volunteer-to-become-a-program-evaluator/](http://www.abet.org/volunteer-to-become-a-program-evaluator/) and follow the instructions.

## The ABET Program Evaluator Competency Model

Desired Competency	Desired Proficiency	Application During Campus Visit
Technically Current	<ul style="list-style-type: none"> <li>• Demonstrates required technical credentials for the position</li> <li>• Engaged in lifelong learning and current in his or her field</li> </ul>	<ul style="list-style-type: none"> <li>• Able to apply technical knowledge to ascertain the level of conformance to program accreditation requirements</li> <li>• Remains current in accreditation procedures and requirements</li> </ul>
Effective at Communicating	<ul style="list-style-type: none"> <li>• Easily conducts face-to-face interviews</li> <li>• Writes clearly and succinctly</li> <li>• Presents focused, concise oral briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews personnel to understand program operations</li> <li>• Writes succinct, criterion-centered statements of program strengths and weaknesses</li> <li>• Develops succinct findings for exit interview</li> <li>• Keeps team chair informed prior to and during the visit</li> </ul>
Interpersonally Skilled	<ul style="list-style-type: none"> <li>• Friendly and sets others at ease</li> <li>• Listens and places input into context</li> <li>• Open-minded and avoids personal bias</li> <li>• Forthright, doesn't hold back what needs to be said</li> <li>• Adept at pointing out strengths and weaknesses in a non-confrontational manner</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews and readily obtains input from faculty, administration, industry advisors, and students</li> <li>• Evaluates program against criteria within the context of the institution</li> <li>• Evaluates and constructively conveys program strengths and weaknesses</li> </ul>
Team-Oriented	<ul style="list-style-type: none"> <li>• Readily accepts input from team members</li> <li>• Works with team members to reach consensus</li> <li>• Values team success over personal success</li> </ul>	<ul style="list-style-type: none"> <li>• Compares program findings with those of other visitation team members to improve consistency</li> <li>• Looks for and listens to common issues across programs</li> <li>• Assists other team members as</li> </ul>

		needed during the visit
Professional	<ul style="list-style-type: none"> <li>• Conveys professional appearance and demeanor</li> <li>• Committed to contributing and adding value to the evaluation process</li> <li>• Considered a person with high integrity and ethical standards</li> </ul>	<ul style="list-style-type: none"> <li>• Represents ABET and responsible technical society as a practicing professional</li> <li>• Willing to make observations to stimulate innovation and further the program's efforts toward continuous improvement</li> <li>• Shows professional respect for institution faculty and staff</li> <li>• Upholds ABET's code of conduct at all times</li> </ul>
Organized	<ul style="list-style-type: none"> <li>• Focuses on meeting deadlines</li> <li>• Focuses on critical issues and avoids minutia</li> <li>• Displays take-charge initiative</li> <li>• Takes responsibility and works under minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Formulates preliminary program strengths and weakness assessment based upon review of materials supplied prior to the visit</li> <li>• Focuses on critical findings, effectively cites supportive observations, relates to appropriate criteria, and suggests possible avenues to resolution</li> <li>• Submits high-quality documentation to team chair on time</li> <li>• Makes difficult recommendations when appropriate</li> </ul>