**Visiting Team Calendar of Events**

**2024/2025 accreditation cycle**

**Please note:** This calendar is an **approximate timeline** of events leading up to, during, and after the accreditation visit. The dates may vary depending on the scheduled date of your accreditation visit.

| **Date**  | **Event** | **Action by** |
| --- | --- | --- |
| August 2023 | Dean is reminded that accreditation expires June 30, 2025, and that an accreditation visit must be requested by **January 1, 2024**. | Secretariat |
| September 2023 | Visiting team (V.T.) chair is identified at Accreditation Board fall meeting. (to be confirmed at winter meeting) | Accreditation Board |
| October 2023- December 2023 | Acknowledgment of a request for a visit is sent to Dean. | Secretariat |
| The appropriate provincial and territorial engineering regulators are notified of the request for a visit. | Secretariat |
| September 2023- January 2024 | Dean/designated official confirms acceptability of V.T. chair. (Dean/designated official may only veto for good cause, i.e. conflict of interest.) | Secretariat |
|  | V.T. chair is appointed. Programs to be visited are confirmed. | Secretariat |
| December 2023-February 2024 | Documentation for a visit (accreditation questionnaire, criteria for accreditation, accreditation procedures, and others) is sent to dean/designated official. | Secretariat |
| February – March 2024 | Documentation for visit (criteria for accreditation, accreditation procedures, etc.) is sent to V.T. chair. | Secretariat |
| November 2023- February 2024 | V.T. chair and dean/designated official agree on visit date in the fall of 2024 or winter of 2025. V.T. chair confirms the date in writing to Dean/designated official and Accreditation Board Secretariat by **March 1, 2024**. | V.T. Chair |
| February 2024(continued) | As part of setting the dates for the visit, the dean/designated official confirms the availability of the president/rector, appropriate vice-presidents/vice-rectors, and other central administration personnel (e.g. registrar, dean of graduate studies, deans of faculties providing service courses.) with whom the V.T. chair will meet. | Dean/Designated official |
|  | Dean/designated official prepares suggested schedule for V.T Chair, Vice-chair, and Program Visitors and provides the draft schedule by **February 15, 2024** to the V.T. chair for comment. |  |
|  | Program visitors are selected. Team member names are sent to Secretariat on **March 15, 2024**. | V.T. chair |
|  | Approval of Vice-chair and Program Visitors is received from the dean/designated official. | Secretariat |
| March 15 – April 15, 2024 | Engineering regulators is notified of visit date.  | Secretariat |
| July - August 2024 | The final list of team members with their addresses is sent to dean/designated official for distribution of the questionnaire.  | Secretariat |
|  | Documentation for a visit (criteria for accreditation, accreditation procedures, and others) is sent to all team members. | Secretariat |
|  | Visit arrangements and hotel accommodations are made by the Secretariat and confirmed with team members. | Secretariat |
|  | Tentative assignments of responsibility should be issued to team members. | V.T. chair |
|  | Schedule for observers (if any) should be finalized based on dean’s suggestions. | V.T. chair |
| 8 weeks before visit (August / December 2024) | Completed accreditation questionnaire is sent to team members and Secretariat and detailed syllabi, documentation of assigned work and assessments, and evaluated student work is submitted in electronic form (when possible) to the visiting team. This material is to be submitted at a time agreed upon by the Visiting Team Chair and the Program. (It must be received 8 weeks prior to the visit.) **If adequate documentation is not received as required, the Accreditation Board Executive Committee, in consultation with the V.T. chair, may cancel the visit.** | Dean/Designated official |
| 4 weeks before visit | Program Directors/Department chairs prepare suggested schedules for program visitors. All schedules to be provided directly to program visitors by **four weeks before the visit** with copies to the Dean/designated official and V.T. chair. | Program Director/ Department Chair |
| **Visit date** | **The on-campus visit occurs.**  | **Visiting team** |
| End of visit | Individual team member reports are submitted to V.T. chair. | Team members |
| Visit date + 2 weeks | Expense claims submitted to Engineers Canada. | Team members |
| Visit date + 4 weeks | A copy of the V.T. chair’s report is sent to V.T. members. | V.T. chair |
| Visiting team report is sent to Secretariat. Visitor evaluation forms are submitted to Secretariat. | V.T. chair |
| December 2024/February – March 2025 | V.T. report is sent to Accreditation Board Executive Committee for editing. | Secretariat/Exec. Committee |
|  | Edited V.T. report is sent to V.T. chair for review and comment. | Secretariat/V.T. chair |
| March – April 2025 | V.T. report is sent to Dean for comment. | Secretariat |
|  | Dean sends his/her comments on V.T. report to Secretariat. | Dean |
|  | Dean’s comments are sent to V.T. chair for his/her comments. | Secretariat |
|  | V.T. chair sends his/her response to the dean’s comments to Secretariat, and Secretariat forwards it to the dean for information. | V.T. chair |
| May 2025 | Accreditation decision dossier (ADD) is provided to Accreditation Board members. | Secretariat |
| 2 weeks before decision meeting (meeting normally is the first week of June) | Dean is given the opportunity to provide final input (clarifications and/or updates) relevant to the ADD for consideration by the Accreditation Board for the June decision meeting. This additional information should be received by the Accreditation Board Secretariat, at least, two weeks before the meeting. | Dean |
| June 2025 | Accreditation Board spring decision meeting is held in early **June 2025**.  | Accreditation Board |
|  | Accreditation decision letter is prepared and reviewed. | Exec. Committee |
|  | Accreditation decision letter is sent to the dean on **June 30, 2025.**  | Accreditation Board chair |
| July 2025 | Notification of decision(s) is sent to President of the institution. | Accreditation Board chair |
| August 2025 | Visiting team members are notified of accreditation outcomes(s). | Accreditation Board chair |
|  | List of accredited programs is updated for Accreditation Board report ending **August 28, 2025.** | Secretariat |