

AABInternational

AABI POLICIES FOR VISITING TEAM MEMBERS Form 218

QUALIFICATIONS FOR AABI VISITING TEAM MEMBERS & CHAIRS

ALL MEMBERS:

Completed Visiting Team training program within last two years

To serve on teams after July 1, 2008, complete team training on or after February 2008

Hold academic and/or aviation credentials that will contribute to the visit planned

Submit a Team Member Application (AABI 205) and vita, and updates as appropriate

Maintain a record of good performance on visits as indicated on Form 215 critiques by team chair

ACADEMIC MEMBERS:

Hold a faculty or Emeritus position with an AABI member institution
or

Hold a faculty position in aviation and an AABI Sustaining Individual membership

Hold a Masters degree for visits to Baccalaureate programs and a Bachelors degree for visits to Associate programs

INDUSTRY MEMBERS:

Employment as an aviation practitioner with an AABI Corporate or Trade Association member
or

Hold AABI Sustaining Individual membership at the time of the visit

VISITING TEAM CHAIRS:

Conducted at least three visits in the past five years as an educator or industry team member

Completed Team Chairs training in the past year

To serve as chair on visits after July 1, 2008, must have completed training for chairs on or after February 2008

Have a positive recommendation for service as a chair as reflected on AABI 214 (“Team Member Assessment of The Performance of The Visiting Team Chairperson & AABI”)

SELECTION OF TEAM MEMBERS AND CHAIRS

1. All team members and chairs will complete an AABI Visiting Team Member/Chair Application (Form 205) and update the form as required.
2. Team members who have been identified by the institution as having a conflict of interest or other reason not to be considered will not be assigned.
3. Team members and chairs will be selected by AABI for visits based on availability and academic/industry credentials that will contribute to the visit.
4. Team chair appointments will be made by the chair of the Accreditation Committee or his/her designate.

CONFLICT OF INTEREST PROVISIONS (Form 225 - 3.62 & 3.63)

Individuals representing AABI must not participate on a Team Visit or in any decision-making capacity if they have or have had a close, active association with a program or institution that is being considered for accreditation by AABI. Close association includes, but is not limited to:

1. Current or past employment as faculty, staff, or consultant by the institution or program;
2. Current or past discussion or negotiation of employment with the institution or program;
3. Attendance as a student at the institution
4. Receipt of an honorary degree from the institution
5. An institution or program where a close, family relative is a student or employee; or
6. An unpaid official relationship with an institution, e.g., membership on the institution's board of trustees or industry advisory board
7. A current or pending business relationship with the institution

A record of perceived conflicts of interest will be maintained

Each individual will be provided with a copy of this record annually for the purpose of updating this record. Copies of the conflict of interest records will be provided to the individuals responsible for selection of team chairs and member.

All individuals representing AABI must sign a conflict of interest and confidentiality statement indicating that they have read and understand these policies.

Individuals must absent themselves from any portion of an AABI meeting in which discussions or decisions occur for which they have a real or perceived conflict of interest. Real or perceived conflicts may occur if there is:

1. A close, active association with a program or institution

2. A financial, business, or personal interest; or
3. Any reason that the individual cannot render an unbiased decision.

The names of individuals who have recused themselves during a meeting for conflicts of interest will be recorded.

If a team member questions whether a conflict of interest may be involved, he or she will state the nature of his or her relationship to the institution in writing to the Chair of the AABI Accreditation Committee prior to accepting a team assignment. The Chair will confer with the Executive Director and make a decision on the team member's service on the visit in question. The Chair will report at the next meeting of the Committee decisions which have been made with a copy to the team member's file.

CONFIDENTIALITY

Team members will sign an agreement that will bind the team member to confidentiality of all information obtained before, during and after a visit.