**HOW TO USE THIS TEMPLATE (DELETE THIS PAGE PRIOR TO SUBMISSION):**

This template is designed to assist your team as it completes its Peer Review Team Follow-Up or Special Report. The template is essentially an annotated outline of the Peer Review Team Follow-Up or Special Report, with embedded guidance and instructions for each required section. The template also includes embedded formatting (e.g., headers, etc.) that will help build a table of contents for the final document.

Throughout the template, you will see highlighted text containing instruction and guidance:

* **Yellow highlighting** contains instructions and additional guidance related to the section.
* **Gray highlighting** indicates “insert text here” and provides a description of what to insert.

**Both types of highlighted text should be removed prior to completion of your team report.** Your ACCJC staff liaison is available to answer questions at any time.

**REPORT DUE DATE**:

Peer Review Team Follow-Up or Special Reports are due no later than November 15 for follow-up site visits that occur in the fall, and no later than April 15 for follow-up site visits that occur in the spring.

**SUBMISSION PROCESS:**

Upon completion of the follow-up or special site visit, the team chair should send a draft of the team report to the ACCJC staff liaison and entire peer review team for their final feedback. Thereafter, send a copy of the report to the institution’s CEO for errors of fact check. Upon completion of your review for corrections of errors of fact, the team chair should email a copy of the final draft report to the liaison noting that it is the completed draft submitted for the Commission’s review and decision.

**Peer Review Team [Follow-Up/Special] Report**

[insert Institution Name

Institution Address

Institution City, State Zip Code]

**This Peer Review Team Report remains in draft form until the Commission takes action on the accredited status of the institution.**

The draft report submitted to the Commission represents the findings of the Peer Review Team that conducted [Follow-up/Special] visit on <date(s)> to <Institution Name>.

<Chair Name>

Team Chair

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**<Institution Name>**

# Peer Review Team Roster

<Name>, Team Chair

<Institution>

<Position>

**ACADEMIC MEMBERS**

<Name>

<Institution>

<Position>

**ADMINISTRATIVE MEMBERS**

<Name>

<Institution>

<Position>

**ACCJC STAFF LIAISON**

<Name>

<Position>

# Purpose of [Follow-Up/Special] Visit

INSTITUTION: <Institution>

DATES OF VISIT: <Dates>

TEAM CHAIR: <Name>

**Purpose of Site Visit**

Use these paragraphs for follow-up visit and delete paragraphs for special visit. The peer review team conducted its comprehensive peer review of <Institution Name> from <dates>. At its <date> meeting, the Commission determined noncompliance with Standard(s) <list Standard(s)> (Institution Requirement <#>) and Standard(s) <list Standard(s)> (Institution Requirement <#>), and acted to require a Follow-Up Report due no later than <date>, followed by a visit from a peer review team. Members of the peer review team conducted its follow-up site visit to <Institution Name> on <date>.

The purpose of the visit was to verity that the Follow-Up Report prepared by the Institution was accurate, through examination of evidence, and interviews with Institution representatives, to determine if the Institution now meets the Standards noted in the following compliance requirements:

Standard <list Standard(s)> (Institution Requirement <#>): Copy requirement for Commission Action Letter.

Standard <list Standard(s)> (Institution Requirement <#>): Copy requirement for Commission Action Letter.

Use these paragraphs for special visit and delete paragraphs for follow-up visit. At its <date> meeting, the Commission determined deficiencies with Standard(s) <list Standard(s)> and acted to require a Special Report due no later than <date>, followed by a visit from a peer review team. Members of the peer review team conducted its special site visit to < Institution Name> on <date>.

The purpose of the visit was to verity that the Special Report prepared by the Institution was accurate, through examination of evidence, and interviews with Institution representatives, to determine if the Institution has resolved the following deficiencies noted in the <date> Commission Action Letter.

Standards/Deficiencies: Copy from Commission Action Letter.

During the visit, team members met with approximately <enter number> faculty, administrators, classified staff [trustees, if applicable] and students in formal meetings, group interviews and individual interviews. The team thanks the Institution staff for hosting the site visit, coordinating meetings, providing additional documentation, and ensuring a smooth and collegial process.

# Team Analysis of Institution Responses to [Compliance Requirements/Deficiencies]

Standard <list Standard(s)> (Institution Requirement <#>): Copy requirement for Commission Action Letter.

Or

Standards/Deficiencies: Copy from Commission Action Letter.

**Findings and Evidence:**

Provide analysis of what the institution has done to address requirement/deficiency. Summarize the evidence you reviewed and what you learned during the visit that demonstrates the institution has addressed the requirement/deficiency. If the institution has not satisfactorily addressed the requirement/deficiency, provide a description and specific examples of where it is still deficient. The length of the response for each Standard/deficiency will vary depending upon the complexity of each.

**Conclusion:**

List one of the following conclusions:

The institution has addressed the [requirement, corrected the deficiencies], and meets Standard(s) <list Standard(s)>.

Or

The Institution has not satisfied this [requirement/deficiency].

Repeat above section as necessary for each requirement/deficiency