

# **ROLE OF THE GENERALIST**

## **SPECIALIZED ACCREDITATION – COMMISSION PARTICIPATION**

The Commission is pleased to appoint a generalist representing the Commission to serve on a particular specialized accrediting or certification visit when requested to do so by the institution visited and by the specialized agency in question.

The Commission on Technical and Career Institutions views the generalist plan as an optional but desirable opportunity upon initiation by a school, to bring to the evaluation of professional programs by specialized accrediting or certification agencies the background and experience of general institutional officers. During such a review, the Commission hopes that the generalist will be able to supplement the knowledge of representatives of the specialized agency and, in particular, suggest appropriate attention to purposes and policies of the institution as a whole, which may have relevance to the appraisal of the particular professional program.

The generalist does not visit the institution to evaluate or accredit it for the New England Association of Schools and Colleges. Prior to or at the beginning of the campus visit, the generalist should confer with the chair of the specialized visiting committee to arrive at a mutual understanding of the nature and extent of the generalist's participation in the evaluation and its related procedures. Typically, the generalist is included in conferences with faculty and administration and is present at sessions of the visiting committee and other activities related to the evaluation review.

To facilitate the generalist's potential contribution to the evaluation of the professional program, a copy of the self-study and other background materials that have been prepared by the school in connection with the evaluation should be forwarded to the generalist in advance of the visit, according to the schedule that has been established by the specialized agency.

Following the visit, the generalist has the option of preparing a brief, written report for the Commission on Technical and Career Institutions. In this report, comments on the conduct of the evaluation by the specialized agency, the generalist's own activities, and the general relation of the professional school or program to the institution as a whole are appropriate.

The institutional representative coordinating arrangements for the campus visit should ensure that the generalist receives complete information about such arrangements. Generalists, as well as all other evaluators of the New England Association, serve without honoraria. Their out-of-pocket expenses (including transportation), however, are borne by the host institution. The institution should arrange for the generalist's charges for lodging and meals during the campus visit to be billed directly to the institution. Any internal steps necessary to facilitate prompt reimbursement of the generalist's out-of-pocket expenses (signatures on forms, etc.) should be accomplished while the generalist is on campus.