



## TEAM MEMBER ASSESSMENT OF THE PERFORMANCE OF THE VISITING TEAM CHAIRPERSON & AABI

### FORM 214

The Aviation Accreditation Board International has made a commitment to sound and fair accreditation practices. The most visible aspect of the AABI's work and the very basis of the accreditation process are the evaluation of team visits and the subsequent Team Report. To maintain the quality of accreditation visits, each Team Member is requested to assess the performance of the Team Chairperson; the Team Chairperson in turn, will assess the qualities of Team Members and Members-in-Training. The information will be used to improve the site visit process and to provide constructive feedback to Team Members and Chairpersons.

Name of Chairperson being assessed \_\_\_\_\_

Institution visited \_\_\_\_\_

Program(s) being considered \_\_\_\_\_

Dates of visitation \_\_\_\_\_

For each question, place a check mark under the category which, in your opinion, best described the Chairperson's performance.

**Poor**   **Fair**   **Good**   **Excellent**

1. The schedule of the visitation was appropriate and permitted a comprehensive review of the program being evaluated.
2. The Chairperson discussed the schedule with Team Members at the pre-visit meeting, considered changes, and communicated recommended changes to the department head and the Team.
3. The Team Members were given clear assignments, were told of the purpose of the visit, and were given information required for a complete evaluation.
4. The Chairperson was on time for all meetings and kept the Team on schedule.
5. The Chairperson projected a proper image of AABI and the aviation profession, and was polite and courteous to the Team and all persons interviewed.
6. The Chairperson stayed in control without infringing on the rights and prerogatives of the institution, people being interviewed or Team Members.

Poor   Fair   Good   Excellent

7. The Team sessions encouraged full and free discussion and established the major points to be presented in the Team's Report. He/she made suggestions on information to be sought during the visit.
8. The Chairperson's presentation to the university administration was clear, covered the essential points of the Team report, and described the administrator's opportunity for review and correction of factual errors.
9. The AABI staff member accompanying the Team contributed to the visit through interaction with the Team, answering questions which arose and participated in the Outbrief.
10. The draft of the written report was received shortly after the visit and reflected the Team's findings.
11. My overall assessment of the Chairperson's performance on this visit is:
12. The AABI office staff provided, in a timely fashion, all required materials to support the visit and preparation of Team Report.

Comments and suggestions for future evaluation visits:

Signed \_\_\_\_\_

Print Last Name \_\_\_\_\_

**Please include this form when you submit the Travel Expense Form to the central office:**

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