

Self-Assessment Report Template

Insert Current Date

International Association of Innovation Professionals
4771 Sweetwater Blvd, Sugarland, TX 77479

Dear Accreditation Program Manager,

Please accept this Self-Assessment Report on behalf of the *(insert complete institution name and school/college/department)* for IAOIP accreditation of its *(insert name(s) of the academic degree or award submitted for review for IAOIP accreditation)*.

Enclosed with this cover letter please find:

1. Updated demographic information and program data related to the original Letter of Intent.
2. All responses, including evidence, demonstrating that the applicant program aligns with each of the IAOIP Accreditation Standards contained in the *IAOIP Accreditation Handbook*.
3. The IAOIP Accreditation Fee of USD \$2500:

(Insert in this area information related to payment of IAOIP Accreditation Fee: credit card, check or wire transfer. See B.7: Fees of IAOIP Accreditation Handbook for payment details)

(Insert in this area any statement that is desired to further detail the applicant program or institution where it is housed)

We certify that all of the facts submitted in this Self-Assessment Report are true to the best of our knowledge and belief. Please contact us if any further information is needed to support this application.

Sincerely,

Insert Signature

Insert name and title of Academic Leader/Administrator/Faculty submitting the Letter of Intent

Insert School/Department

Insert contact information (complete address, telephone, fax and email address)

Insert Signature

Insert name and title of senior manager or administrator (e.g., dean, department head or equivalent administrator to whom the above academic leader reports)

Insert School/Department

Insert contact information (complete address, telephone, fax and email address)

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1. Updates to the Original Letter of Intent:

- Insert in this area of the Self-Assessment Report any changes to the original demographic information/program data provided in the original accepted Letter of Intent, such as updated numbers of enrolled students, graduates and so forth.
 - Use format from Letter of Intent Template (posted to www.iaoip.org website).
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2. IAOIP Accreditation Standards

Each academic program applying for accreditation by IAOIP must demonstrate that its academic degrees or awards satisfy the IAOIP Accreditation Standards.

The Self-Assessment Report submitted by the applicant program shall clearly demonstrate how its academic degrees and awards align with the IAOIP Accreditation Standards.

D.1 Program Mission

IAOIP believes that a program's mission shall form the basis for program guidance, planning, and implementation. The program shall have a clearly defined and publicly stated mission supported by objectives, consistent with the mission of the academic institution as a whole, and relevant to innovation education.

To demonstrate that the above standard is met, the applicant program shall submit the following information:

D.1.1: The program's mission statement and evidence that it is publicly available.

Insert the program's mission statement in this area with evidence that it is publicly available. Links to webpages may be included, but as web links change over time, include an image of the information on the link in Supplement to Section D.1.

D.1.2: Evidence that the program's mission statement and supporting objectives:

D.1.2.1: Are consistent with the mission of the academic institution.

Insert a response and evidence that the program's mission statement and supporting objectives are consistent with the mission of the academic institution where the program resides.

D.1.2.2: Are relevant to the innovation profession and consistent with the IAOIP core areas of focus for program learning outcomes.

Insert a response and evidence that the program's mission statement and supporting objectives are relevant to the innovation profession and consistent with the IAOIP core areas of focus for program learning outcomes.

D.1.2.3: Clearly identify the potential students for the program.

Describe the profile of the students who enroll and graduate from the applicant program in terms of age and experience ranges and industries represented.

Any additional information related to the applicant program's response and evidence for Accreditation Standard D.1 may be included in "Supplement to Section D.1: Program Mission."

D.2 Curricula and Core Areas of Focus for Program Learning Outcomes

IAOIP requires programs to offer curricula that assure student achievement of three IAOIP core areas of focus for learning outcomes that address generally accepted practices, knowledge, and competencies found within the innovation discipline and documented in professional standards.

For all of the following areas of focus, programs are required to demonstrate student achievement of learning outcomes for each academic degree or award that reflects levels of academic achievement appropriate for bachelor's, post graduate, and/or doctoral degrees or awards.

Area of Focus 1: Technical Expertise

Innovation education to meet needs within constraints, with reference to professional standards and guides.

Area of Focus 2: Professional Behavior

Ethical and culturally aware stakeholder engagement, communication, leadership, and teamwork.

Area of Focus 3: Strategic Awareness

Contextual awareness and knowledge of strategic and operational drivers required to inform decisions and deliver sustained competitive advantage.

To demonstrate that the above standard is met, the applicant program shall submit the following information:

D.2.1: Description of the academic degree or award, its philosophy, and references to professional standards and guides.

For each academic degree or award submitted for accreditation, insert:

- A description of the academic degree(s) or award(s) being submitted for accreditation.
- Its philosophy.
- References to professional standards and guides used in the curricula.

D.2.2: Specific learning outcomes that reflect the academic degree level and describe what students should know and be able to do on completion of the academic degree or award.

For each applicant academic degree or award, insert the following information:

- A narrative statement giving a general overview of the degree or award related to how its specific learning outcomes reflect the appropriate academic degree level and how these specific program learning outcomes demonstrate what students should know and be able to do on completion of the academic degree or award.
- A listing of specific learning outcomes for each applicant academic degree or award.

D.2.3: A chart that cross-references each course or subject with the academic degree or award learning outcomes and the IAOIP core areas of focus.

For each academic degree or award submitted for accreditation submit the following 2 charts:

- Chart A: This chart cross-references the applicant academic degree or award learning outcomes with the IAOIP core areas of focus.

Use the following template for this chart:

Academic Degree/Award	Learning Outcomes	Relevance to IAOIP

- Chart B: This chart cross references the applicant academic degree or award learning outcomes with the individual course/subject, as well as providing information on methods of depth of coverage.

Use the following template for this chart:

Academic Degree/Award:	
Course/Subject	Learning Outcomes

D.2.4: Description and evidence of how curricula facilitate active student engagement in learning. In addition to traditional reading, research, and course activities, programs should provide a description of collaborative, integrative activities and environments designed to reflect workplace practices to improve student professional performance.

Insert response here that provides a description and evidence of how curricula facilitate active student engagement in learning.

D.2.5: Description and evidence of how curricula provide summative experiences based on the processes, knowledge, and competencies acquired throughout the program and incorporating appropriate innovation education standards and constraints.

Insert response here that provides a description and evidence of how curricula provide summative experiences based on the processes, knowledge, and competencies acquired throughout the program and incorporating appropriate innovation education standards and constraints.

D.2.6: Description and evidence of how curricula include academic content, rigor, and quality appropriate for the degree or award level.

Insert response here that provides a description and evidence of how curricula include academic content, rigor, and quality appropriate for the degree or award level.

Refer to Appendix C: IAOIP Expected Levels of Academic Achievement for Bachelor's, Post Graduate and Doctoral Academic Degrees or Awards.

D.2.7: Description and evidence of how the achievement of program learning outcomes are assessed for each academic degree or award.

Insert response here with description and evidence of how the achievement of program learning outcomes are assessed for each academic degree or award.

D.2.8: A detailed outline for each course or subject (e.g., aim and objectives, learning outcomes assessed, content, teaching, learning and assessment strategies, reading and resources, and major assessable activities) relevant to innovation education.

Insert here a detailed outline for each course or subject (e.g., aim and objectives, learning outcomes assessed, content, teaching, learning and assessment strategies, reading and resources, and major assessable activities) contained in the applicant academic degree or award relevant to innovation education.

D.2.9: Description and evidence of how consistent delivery of curricula is assured across all locations and delivery modalities.

Insert response here with a description and evidence of how consistent delivery of curricula is assured across all locations and delivery modalities.

Any additional information related to the applicant program's response and evidence for Accreditation Standard D.2 may be included in "Supplement to Section D.2: Curricula and Core Areas of Focus for Program Learning Outcomes."

D.3 Program Information in the Public Domain

IAOIP understands the importance of ensuring that students and the public have access to accurate, current information about the academic degree or award in order to make informed decisions. To this end, the program shall provide accurate, consistent, and verifiable information about the academic degree or award to students and the public.

To demonstrate that the above standard is met, the program shall submit the following:

D.3.1: A description and examples of the information provided to students, prospective students, other stakeholders, and the general public on the academic degree or award, such as university catalogs/prospectuses, websites, and any other institutionally authorized printed and digital materials.

Insert a description of the applicant academic degree or award as it appears in university catalogs, web sites, and any other institutionally authorized printed and digital materials. Provide web site link to Program. As web links change over time, include an image of the information on the link in Supplement to Section D.3: Program Information in the Public Domain. Include any additional information as needed.

Any additional information related to the applicant program's response and evidence for Accreditation Standard D.3 may be included in "Supplement to Section D.3: Program Information in the Public Domain."

D.4 Faculty and Staff

The program shall demonstrate adequate sustainable faculty and staff, including academic leadership and an administrative head with sufficient expertise and time for effective administration (who may also be the academic leader).

The program shall demonstrate that it benefits from and contributes to its institution and professional community.

IAOIP encourages creation of new knowledge related to innovation through research, applied research, and scholarly activity.

To demonstrate that the above standard is met, the applicant program shall submit the following information:

D.4.1: The roles and responsibilities of academic leadership, administrative leadership, and support staff, by position.

Insert response here with a description of the roles and responsibilities of academic leadership, administrative leadership, and support staff, by position for the applicant academic degree or award.

D.4.2: Institutional/program standards for hiring and retaining faculty.

Insert response here with description of institutional/program standards for hiring and retaining faculty.

D.4.3: Curriculum vitae for all faculty currently teaching within the program.

D.4.3.1: For each applicant academic degree or award, complete the following grid, adding rows as necessary:

Faculty Name (First Name, Last Name)	Name of Applicant Degree Program Where Teaching	Type of Faculty/Academic Staff - Permanent Full- time faculty, - Part-time faculty, - Adjunct (visiting) /Tutor	Academic Credentials	Professional Certifications	Years PM Experience	Years Teaching Experience
Insert response	Insert response	Insert response	Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response	Insert response	Insert response	Insert response

D.4.3.2: Include curriculum vitae for all faculty currently teaching within the program in Supplement to Section D.4: Faculty and Staff.

D.4.4: A schedule of courses/modules offered, by term/semester over the past two years that includes course title and assigned faculty.

For each course/module included in the applicant academic degree or award, complete the following grid, adding rows as necessary:

Course/Module Title	Name of Applicant Degree Program	Term/Semester Offered	Assigned Faculty (First Name/Last Name)
Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response
Insert response	Insert response	Insert response	Insert response

D.4.5: A brief summary and examples of institutional engagement and professional development of staff and faculty that addresses the following:

D.4.5.1: The interaction between the program and other programs at the institution.

Insert response here with a description of the interaction between the applicant program and other programs at the institution.

D.4.5.2: The contributions of the faculty and administrators to the governance, intellectual, and social life of the program, institution, and professional community.

Insert response here with the contributions of the faculty and administrators to the governance, intellectual, and social life of the program, institution, and professional community.

D.4.5.3: Support for staff and faculty in acquiring new skills and knowledge.

Insert response here with the support staff and faculty receive from the applicant program/institution in acquiring new skills and knowledge.

Any additional information related to the applicant program's response and evidence for Accreditation Standard D.4 may be included in "Supplement to Section D.4: Faculty and Staff."

D.5 Students

Students admitted to the academic degree or award should meet the institution's admission and selection policies. The program, regardless of modality, shall demonstrate equal student access to services in support of academic achievement.

To demonstrate that the above standard is met, the applicant program shall submit the following information:

D.5.1: Clear policies for program admission and ongoing academic performance expectations.

Insert response here with narrative and evidence of policies for program admission and ongoing academic performance expectations.

D.5.2: Descriptions of the academic advisement, evaluation of academic progress, and support provided to students necessary to complete their intended courses of studies.
Insert response here with descriptions of the applicant program's academic advisement, evaluation of academic progress, and support provided to students necessary to complete their intended courses of studies.

D.5.3: Descriptions of the support services provided to students that are appropriate to the mission of the program and the needs of the students.

Insert response here with descriptions of support services provided to students that are appropriate to the mission of the program and the needs of the students.

D.5.4: Descriptions of the library staff, services, holdings, and digital resources that are appropriate, adequate, and accessible to support the program’s learning outcomes.

Insert in this area a self-assessment of the library staff, services, holdings and digital resources that are appropriate, adequate, and assessable to support the program’s learning outcomes. Links to webpages may be included, but as web links change over time, include an image of the information on the link in Supplement to Section D.5.

D.5.5: Descriptions of the appropriate and accessible facilities, instructional equipment, and technology to support the program and students.

Insert in this area a self-assessment of the appropriate and accessible facilities, instructional equipment, and technology to support the program and students. Links to webpages may be included, but as web links change over time, include an image of the information on the link in Supplement to Section D.5.

D.5.6: Descriptions of opportunities for students to participate in student and/or professional societies and activities.

Insert in this area descriptions of opportunities for students to participate in student and/or professional societies and activities.

Any additional information related to the applicant program’s response and evidence for Accreditation Standard D.5 may be included in “Supplement to Section D.5: Students.”

D.6 Financial Resources

IAOIP believes that sound financial resources are essential for operational sustainability, improvement, and originality within an innovation program. The program should demonstrate that the institution allocates adequate resources for the program to achieve its stated objectives.

To demonstrate that the above standard is met, the applicant program shall submit the following information:

D.6.1: Description of how the program maintains financial adequacy and sustainability.

Insert in this area descriptions of how the program maintains financial adequacy and sustainability.

Any additional information related to the applicant program’s response and evidence for Accreditation Standard D.6 may be included in “Supplement to Section D.6: Financial Resources.”

D.7 Program Improvement

IAOIP requires programs to provide a description of the program's continuous improvement process and timeline, including representative examples that address each of the IAOIP Accreditation Standards and that portray strong evidence of use for achievement of improvement goals.

To demonstrate that the above standard is met, the applicant program shall submit:

D.7.1: A description of the program's continuous improvement process and timeline with respect to all of the IAOIP Accreditation Standards.

Insert in this area a description of the program's continuous improvement process and timeline with respect to all of the IAOIP Accreditation Standards.

D.7.2: A program-level summary of notable strengths, areas for improvement, and future directions.

Insert in this area a program-level summary of notable strengths, areas for improvement, and future directions.

D.7.3: Evidence of curricular improvement and student learning, including:

D.7.3.1: A description of the program learning outcome assessment process.

Insert in this area a description of the program learning outcome assessment process.

D.7.3.2: Analysis of assessment data showing the extent to which students have achieved the IAOIP core areas of focus for program learning outcomes and use of these data for continuous program improvement.

Insert in this area an analysis of assessment data showing the extent to which students have achieved the IAOIP core areas of focus for program learning outcomes and use of these data for continuous program improvement.

D.7.3.3: The means by which faculty, students, and staff are involved in curricula review and revision.

Insert in this area the means by which faculty, students, and staff are involved in curricula review and revision.

D.7.4: Evidence of how the effectiveness of faculty and staff is assessed and how the assessment data are used to inform continuous improvement.

Insert in this area evidence of how the effectiveness of faculty and staff is assessed and how the assessment data are used to inform continuous improvement.

Any additional information related to the applicant program's response and evidence for Accreditation Standard D.7 may be included in "Supplement to Section D.7: Program Improvement."

3. Supplements

Supplement to Section D.1: Program Mission

As appropriate, include in this supplement additional supporting documentation related to the applicant program's demonstration of the alignment of the program mission with the mission of the academic institution/unit.

Supplement to Section D.2: Curricula and Core Areas of Focus for Program Learning Outcomes

Include in this supplement documentation that demonstrates that the applicant program's curricula:

1. Assures student achievement of program learning outcomes.
 2. Aligns with appropriate IAOIP Expected Levels of Academic Achievement.
 3. Aligns with the three IAOIP core areas of focus.
- Documentation must include:
 1. Course outlines/syllabi for all of the relevant innovation courses.
 2. Chart mapping program learning outcomes to the IAOIP core areas of focus.
 3. Chart mapping program outcomes to appropriate IAOIP Expected Levels of Academic Achievement.

Supplement to Section D.3: Program Information in the Public Domain

Include in this supplement documentation related to Program Information in the Public Domain, including the institution catalogue, website screen shots, and marketing and promotional materials.

Supplement to Section D.4: Faculty and Staff

Include in this supplement documentation that demonstrates how the program aligns with IAOP Accreditation Standards related to administrative structure, faculty, and staff.

- Documentation must include:
 1. Organizational charts.
 2. Faculty curricula vitae.
 3. Program policy documents for hiring/evaluating faculty.
 4. Sample workload agreements.
 5. Professional development policies for faculty/staff.

Supplement to Section D.5: Students

Include in this supplement documentation that provides evidence of the program's alignment to IAOP Accreditation Standards related to students that supports the applicant program's Self-Assessment Report response, as appropriate, to include policies related to admission and academic expectations, library, and other supporting facilities summary.

Supplement to Section D.6: Financial Resources

As appropriate, include in this supplement additional supporting documentation related to the applicant program's financial resources described in the Self-Assessment Report.

Supplement to Section D.7: Program Improvement

Include in this supplement documentation that provides evidence and use of the program's processes and outcomes for program improvement; e.g., program continuous improvement process documents, academic assessment tables and reports, course surveys, and teaching assessment examples.