

CAEP Code of Conduct

Acknowledgement Form for Accreditation Councilors, Site Visitors, Program Reviewers, SPA Coordinators, and Other Volunteers

CAEP's code of conduct is established in CAEP Accreditation policy. It applies broadly to all individuals and volunteers involved in CAEP accreditation activities including, but not limited to, Councilors, site visitors, program reviewers, specialized professional association (SPA) coordinators, Annual Report reviewers, and consultants.

CAEP subscribes to the Member Code of Good Practice of the Association of Specialized and Professional Accreditors (www.aspa-usa.org).

Incorporated within the code of conduct is the Code of Ethics (Accreditation Policy 7.04), Conflict of Interest policy (Accreditation Policy 7.05), and Confidentiality policy (Accreditation Policy 7.06). The text of each of these three policy sections is provided below:

Code of Ethics (Accreditation Policy 7.04)

All individuals and volunteers involved in CAEP accreditation activities are expected to maintain the highest standards of ethical behavior, which include, but are not limited to, the following:

1. Conducting oneself professionally, with truth, accuracy, and fairness.
2. Not accepting consulting assignments related to an EPP's accreditation during their term of service or for a year after their service.
3. Declaring potential conflicts or competing interests in the accreditation process.
4. Maintaining confidences of all parties involved in the accreditation processes and decisions.
5. Not communicating information that might compromise the integrity of an accreditation decision.
6. Not undertaking accrediting responsibilities for which they have not been trained comprehensively in CAEP's policies, practices, principles, and standards.
7. Not showing biased or prejudice against an EPP being reviewed or others involved in the accreditation process.
8. Not accepting gifts, bribes, or anything of value that may give the appearance of favor or partiality in any decisions rendered regarding CAEP's affairs, activities, and policies.

Conflicts of Interest (Accreditation Policy 7.05)

CAEP Accreditation Councilors, site visitors, program reviewers, specialized professional association (SPA) coordinators, and Annual Report reviewers are expected to maintain relationships and practices in their CAEP activities that do not demonstrate conflicts of interest. They conduct CAEP business, including their private business and financial affairs that might impinge upon CAEP, in a manner that can withstand the sharpest scrutiny by those who would seek to find conflicts and, thus, they exclude themselves from CAEP activities for any reason that may represent an actual or perceived conflict of interest. Conflicts of interest include the following:

1. Serving on or having served within the last five (5) years on a statewide or national decision-making board or committee that reviewed an EPP under consideration.
2. Serving as a CAEP staff member within the last seven (7) years.

3. Being under consideration for employment as faculty or staff at the EPP or institution/organization under consideration.
4. Participating in a common consortium or special research relationship with an EPP under consideration.
5. Having jointly authored research or literature with a faculty member at the EPP under consideration.
6. Having an immediate family member attending or employed by the EPP or institution/organization, or being considered for employment at the EPP or institution/organization under consideration.
7. Having been a consultant at the EPP being considered within the past 10 years.
8. Having been employed by or under consideration for employment at the EPP under consideration in the last 10 years as a staff, faculty, or administrator.
9. Having advised a doctoral candidate who is now a member of faculty of the EPP under consideration.
10. Having served as a commencement speaker, received an honorary degree from the institution, or otherwise profited or appeared to benefit from service to the institution or the EPP under consideration.

Personal Agendas (Accreditation Policy 7.05a)

CAEP Accreditation Councilors, site visitors, and other CAEP volunteers do not advance personal agendas in the conduct of accreditation business by applying personal or partisan interpretations of CAEP policies. They exclude themselves from participating in CAEP activities if, to their knowledge, there is some predisposing factor that could prejudice them with respect to CAEP's affairs, activities, or policies.

Compensation/Gifts (Accreditation Policy 7.05b)

CAEP Accreditation Councilors, site visitors, and other CAEP volunteers do not request or accept any compensation or gifts of substance from an EPP being reviewed or anyone affiliated with the EPP. Gifts of substance would include briefcases, tickets to athletic or entertainment events, and so forth. Small tokens such as key chains, magnets, or cups may be presented to site visitors if appropriate to an EPP culture.

Confidentiality (Policy 7.06)

CAEP Accreditation Councilors and site visitors have access to sensitive information in order to conduct accreditation visits and decision-making business and must protect the confidentiality of this information. Specifically, these individuals must treat as confidential all elements of the work of the Accreditation Council and site visits. They share information and perceptions with discipline and care and do not publicly discuss the particulars of Accreditation Council or site visit deliberations.

Consulting (Policy 7.07)

Councilors and site visitors may engage in consultative, informational, or collegial activities with an EPP seeking CAEP accreditation. Counselors and site visitors must disclose they do not represent CAEP and will not vote on matters pertaining to the EPP. Counselors and site visitors may not market their position as a Councilor or Site Visitor for financial or inappropriate personal or professional gain while actively serving and for a year after their service.

Please answer the following questions:

- 1) Do you have any current or past affiliations that could be perceived as a conflict when making decisions about accreditation of a preparation program?
 Yes No

- 2) If yes, please attach a document detailing the nature of the conflict(s). Have you ever been convicted of a felony?
 Yes No

If yes, CAEP may contact you to obtain additional information. Conviction will not necessarily disqualify an applicant from selection.

Acknowledgement of Adherence

By signing this form, you acknowledge that you have read and understand the CAEP policies included above and that you agree to adhere to them so long as you are, or seek to be, affiliated with CAEP in any of the roles enumerated in these policies. Failure to adhere to any of these policies, including the failure to provide CAEP staff with timely notification of any conflicts of interest (real or perceived), may result in your removal from any participation in any CAEP body and/or termination of your service to CAEP as a volunteer.

All materials created during the course of accreditation activities may be made available to the U.S. Department of Education (or relevant government agency for international institutions) and the Council for Higher Education Accreditation as part of CAEP's periodic review by those organizations. Any information provided to the U.S. Department of Education or a government agency (such as a state department of education) is covered by the Freedom of Information Act (FOIA).

Should you have any questions about the CAEP code of conduct, please promptly seek guidance from CAEP staff.

Name: _____

Signature: _____

Date: _____