

ACPE International Services Program
Required Documentation and Data for Certification Self-Study Reports and On-Site Evaluations
Version 2 - October 2016

Criterion	Required Documentation or Data	Required Documentation for Self-Study Report	Required Documentation for On-Site Review
1	The mission, goals and values of the university	✓	
	The annual report of the school	✓	
	The annual report of the university	✓	
	A description of current pharmacy practice in the country, in all of its manifestations and practice sites	✓	
2	The school's code of ethics and/or code of conduct	✓	
3	The school's strategic plan (current or latest available)	✓	
	The strategic plan of the university (current or latest available)	✓	
4	A list of objective or subjective measures used in the assessment and evaluation of achievement mission-related goals	✓	
	Examples of data-gathering instruments used in evaluation, such as surveys	✓	
	Documents that provide evidence of quality improvements made as a result of evaluation activities	✓	
	Documents that provide evidence of input from stakeholders into assessment activities	✓	
	Complete institutional accreditation report (if an accreditation/quality assurance system exists and the university is accredited)		✓
5	The school and university organizational charts	✓	
	Documents that provide evidence of:	✓	
	•the working relationship between the school and university	✓	
	•the authority and responsibility of the school's leadership	✓	
	•the process by which the school's resources are identified and allocated	✓	
	A list of university committees on which the school is represented	✓	
6	Examples of written agreements that codify the nature, intent, and obligations of the relationship are in place for partnerships and other forms of collaboration, such as agreements for:	✓	
	•academic or teaching collaboration	✓	
	•research collaboration	✓	
	•practice or service relationships (other than experiential education agreements; for the latter, refer to Criterion 18)	✓	
	•inter-professional collaboration	✓	
	•helping other countries with pharmacy education matters	✓	
	•working with pharmacy and education regulators and/or professional pharmacy organizations on matters of common interest	✓	
7	Résumés and job descriptions for the dean and other administrative leaders	✓	
	Written bylaws and policies of the school	✓	✓
	List of committees with their members and designated charges	✓	
	Examples of minutes from recent Committee Meetings	✓	
	Faculty Member Handbook (or the equivalent guidance document for academic staff)	✓	✓
8	List of the expected competencies for graduates of the program	✓	
9	A map/cross-walk of the courses in the curriculum to the expected competencies for graduates of the program	✓	
	A representative sampling of course syllabi, including stated student learning outcomes related to desired competencies for graduates of the program	✓	
	All course syllabi (didactic and experiential)		✓

Criterion	Required Documentation or Data	Required Documentation for Self-Study Report	Required Documentation for On-Site Review
10	A table organized by academic year listing all required courses, and providing the title, brief description, teaching/learning methods used, and responsible member(s) of the academic staff	✓	
11	A list of courses and student learning objectives per course that address each of the following foundational sciences: biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences	✓	
12	A list of and the student learning objectives for each pharmacy practice simulation experience	✓	
	A list of and the student learning objectives for each actual pharmacy practice experience, noting the responsibilities of the person supervising the experience and the degree of contact with patients and other health professionals Pharmacy practice experience manuals, including assessment forms	✓	✓
13	Examples of instruments used in measurement and evaluation of student learning (identifying formative and summative measures)	✓	
	A sample report of the analysis of the assessment data obtained from measures used by the school to evaluate student learning	✓	
	A list of curricular improvements made as a result of evaluation of student learning	✓	
	Examples of instructional tools, such as portfolios, used by students to assist them in assuming responsibility for their own learning and for measuring their achievement		✓
14	A chart depicting the organizational structure for the provision of student services, identifying respective responsibilities of the school and university	✓	
	The list of the individuals providing student services and their qualifications	✓	
15	The school catalog, recruitment brochures and/or web site link	✓	
16	The policies that address student recruitment, admission, number of students enrolled, transfer policy, academic progression, graduation, academic probation, remediation, missed course work or credit, dismissal, readmission, due process and appeals	✓	
	The list of requirements for admission to the program	✓	
	Student Handbook (or equivalent document that provides policies and procedures related to students)		✓
17	Summarized enrollment data and the academic qualifications of students admitted to the program for the past five years	✓	
	Number of graduates of the professional degree program(s) in each of the past five years	✓	
	Data on on-time graduations, academic probations, academic dismissals, and withdrawals in the past five years	✓	
18	The list of school committees that include students, with the names and class/year of the students involved	✓	
	Examples of survey instruments used with students, and the results of any student surveys administered in the past three years	✓	
	The policy that addresses student grievances	✓	
	Examples of changes or improvements in the program (such as in the curriculum) or school policies and procedures that have occurred in the past three years as a result of formal student representation and input	✓	
19	List of full-time academic staff, including a summary of their current academic rank, primary discipline, terminal degree, and other credentials/post-graduate training (using ACPE template available at https://www.acpe-accredit.org/international/Forms.asp)	✓	
	List of academic staff who are pharmacists, with details of their academic and practice experience	✓	
	List of academic staff from outside the school that teach in the curriculum, including a summary of their current academic rank, primary discipline, terminal degree, prior academic experience, and other credentials/post-graduate training	✓	
	List of full-time non-academic staff and their areas of responsibility (e.g. administrative support, research support, etc.)	✓	
	Faculty (Academic Staff) Resource Report (using ACPE template available at https://www.acpe-accredit.org/international/Forms.asp)	✓	
	List of academic and other staff turnover in the last three years, with reasons for leaving	✓	
	Faculty (Academic Staff) Member Profiles (using ACPE template available at https://www.acpe-accredit.org/international/Forms.asp)		✓
20	Tables summarizing academic rank, qualifications, number of years in academic rank, number of years employed at the school (using ACPE templates)	✓	
21	Examples of staff development programs and opportunities offered or supported by the school and/or university during the past 12 months	✓	
	If utilized, examples of faculty member (academic staff) portfolios, documenting teaching, research and service activities		✓
22	Examples of Academic Staff Activity Report forms and portfolios (or equivalent) used in goal setting and performance evaluation	✓	
	The policies, procedures, and criteria for promotion (and tenure, if applicable)	✓	
23	Architectural drawings or descriptions of the physical facilities, including the number and size of classrooms, practice/simulation laboratories, research facilities, staff offices, group meeting space, student relaxation space, and other facilities	✓	
	Evidence that the facilities meet legal and other safety standards	✓	
	A list of research equipment (with year of manufacture) available to academic staff (description, model, manufacturer, year of manufacture)	✓	
	Plans/architectural drawings of the physical facilities (if not feasible to provide as part of Self-Study Report)		✓
24	Library resources, including the list of search databases and full text journals available to academic staff, preceptors and students	✓	
	A list of the learning and educational resources, such as computers, educational software, and audio-visual classroom technology	✓	
	A list of the personnel (and their qualifications) who support the pharmacy school academic staff and students in utilizing the library, learning and educational resources	✓	
25	Criteria used for the selection of practice sites and preceptors of experiential education	✓	
	List of practice sites, preceptors and their credentials (such as, licensure, academic qualifications, and certifications/post-graduate training)	✓	
	List of the academic and other staff involved in the oversight and quality assurance of the experiential component of the curriculum	✓	
	List of all materials provided to practice sites	✓	
	Examples of materials (such as manuals or instructions) provided to practice sites, preceptors, and students to prepare them for practice experiences	✓	
26	The budget that describes the sources of revenue for the school and the expenses for the past, current, and next three academic years	✓	
	Funding obtained from research grants in the past five years	✓	