



## Canadian Engineering Accreditation Board Visiting Team Role Descriptions

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**\*Update for the 2023/2024 accreditation visit cycle**

The CEAB has been informed that the provincial and territorial engineering regulators will no longer appoint GVs to CEAB accreditation visiting teams, beginning in the 2023/2024 accreditation visit cycle. Regulators may choose to send an observer to an accreditation visit. This change to the team composition will be managed internally by CEAB Visiting Team Chairs and the Secretariat. Programs hosting visits in the 2023/2024 accreditation cycle are invited to discuss this change in team composition with their Visiting Team Chair or the CEAB Secretariat if they have any concerns.

## **Objectives of Accreditation, Qualifications and Structure of the Visiting Team**

The Canadian Engineering Accreditation Board (CEAB) identifies to the member engineering regulators of Engineers Canada those engineering programs whose graduates are academically qualified to begin the process to be licensed as professional engineers in Canada. The process of accreditation emphasizes the quality of the students, academic and support staff, the curriculum, and the educational facilities.

All visiting team (VT) members are experienced engineers, both from academic and non-academic settings. They are selected based on their experience in the profession, familiarity with the engineering regulatory process, as well as their ability to maintain a broad outlook and assess modern engineering curricula in terms of overall objectives. Additionally, VT members must

- be registered professional engineers in Canada.
- be proficient in the language of instruction of the institution (both oral and written).
- have no conflicts of interest<sup>1</sup> with the institution being visited.
- be experienced in engineering.

The Visiting Team Chair (VTC) chooses Program Visitors (PV) who are responsible for evaluation of particular programs. The Vice Chair (VC) is assigned by the CEAB Executive Committee, in consultation with the VTC, from among the current CEAB Board members or, in exceptional circumstances, from recent CEAB Board members. The General Visitor (GV) is nominated by the regulator and takes a broader perspective. A GV may have expertise in any engineering discipline. The entire VT typically visits the Higher Educational Institution (HEI) for three and a half days (typically Saturday through Tuesday).

Accreditation Criteria and Procedures form the basis of evaluation of the program. Comments and issues outside these criteria may be brought to the attention of the HEI, but they will not be part of the CEAB deliberation process.

# Accreditation Visiting Team Chair Role Description

## Role of the Visiting Team Chair (VTC)

The VTC must ensure that all activities related to the assessment of the programs and that the visit follows Board policies and that the programs are only evaluated against the published accreditation criteria. The VTC serves as the primary contact between the VT and the HEI and is accountable for the completion of the Accreditation Visit.

The VTC leads and manages the accreditation visiting team, and is charged with ensuring a fair, complete, and thorough visit. The VTC is an experienced member of the CEAB. Under exceptional circumstances the VTC may be a recent member of the CEAB.

The Visit Report goes out under the signature of the VTC, who takes responsibility for its contents and prepares the Visit Report with input from the members of the VT.

## Key Responsibilities

The key responsibilities of the VTC are to organize, lead and manage the visit, including providing training, mentorship and direction to other members of the VT.

The VTC collaborates with and supports other VT members to deliver an integrated assessment of the visit programs. The VTC carries out their work on behalf of the CEAB and must do so in a professional manner and in a manner consistent with CEAB policies and procedures.

Responsibilities of the VTC in advance of the visit:

- Coordinate with the HEI to confirm the dates for the accreditation visit, and communicate the visit dates to the CEAB Secretariat as soon as it is decided.
- Determine if the VT will need CEAB Secretariat support at the HEI or in Ottawa, and confirm the support requirements with the CEAB Secretariat. Typically visits with 1 or 2 programs under evaluation do not need on-site secretariat support.
- Identify potential VT members, including Vice-Chairs (VC) and Program Visitors (V), confirm their willingness and availability to participate in the accreditation visit if they are approved by the CEAB Secretariat, and provide their names and email addresses to the secretariat.
  - The VT should include at least one other member of the CEAB, normally as VC, who can lead the VT if the VTC is unable to continue in the role.
  - The VT should include a mix of experienced visitors and new visitor(s).
  - The recruitment of the VT should follow best practices in terms of Equity, Diversity and Inclusion (EDI), include academic and non-academic members, and have regional balance.
  - Potential VT members (particularly new members) who have not been on a previous visit with the VTC should be interviewed by the VTC to ensure a good fit for the visit and to identify any specific training requirements.
  - For visits with more than 6 programs, the VTC may wish to have two VCs.
  - For new programs, there are two PV assigned, one from academia and one professional engineer outside of academia.
  - If a PV is participating in their first visit, a second more-experienced PV may be added to the VT.

- Establish an effective and collaborative working relationship with the designated official from the HEI at least 6 months in advance of the visit.
  - Ensure that the designated official understands the requirements for advance material beyond the Questionnaire, Exhibits and Data Tables.
  - Agree on the dates when these additional materials will be available to the VT.
  - Agree on the method for electronic, remote access to the additional materials by the VT.
  - Develop an effective and efficient schedule that avoids unnecessary meetings and provides some latitude for additional meetings that might be required during the visit.
  - Agree on the process to be followed in having questions from the VT addressed by the HEI in advance of the visit dates.
  
- Coordinate with secretariat and VT on travel and logistics, including meals and transportation to and from the airport, meals, and the HEI.
  
- Ensure that issues or concerns from the previous visit, as described in the letter to the HEI from the CEAB, which may require particular attention are identified to the members of the VT.
  
- Develop a work plan and confirm meeting dates for VT meetings in advance of the visit.
  - An introductory on-line meeting of VT at least 3 months in advance of the visit to provide an overview of accreditation and of the work of the VT, and to ensure there is a common understanding of the expectations among VT members (e.g., only assess programs against published criteria).
  - An on-line meeting of the VT within a week after the Questionnaire is made available to the VT, to answer questions, review how to evaluate CIS, how to use the tracking sheet, identify courses or processes that are common across programs and develop a plan for consistent evaluation, etc.
  - Meet with new PVs to provide advice and guidance with respect to the review of the Questionnaire and associated documents, as well as the additional materials from the HEI.
  - Subsequent on-line meetings of the VT, typically weekly or bi-weekly, to discuss the results of the review of the materials provided by the HEI and to develop a focussed set of issues/questions to be posed to the HEI in advance of, or during the visit. The issues are recorded by the VTC on the 'tracking issues spreadsheet' and circulated to VT members immediately following each VT meeting.
  - Follow-up with the HEI designated official to relay questions to the HEI from the VT meetings and responses from the HEI to the VT.
  - For large visits, the VT may be subdivided for the weekly meetings with the VTC and VCs sharing the Chairing of these meetings. The VTC and VCs will coordinate to ensure continuity and consistency in identifying and addressing issues.
  
- Assign responsibilities to PVs and other VT members for the review of course material and submissions related to other criteria. Typically, the VC and GV are assigned responsibility for common core courses and courses focussing on GA attributes 6-12 in consultation with the PVs.

#### Responsibilities of the VTC during the visit:

- Lead meetings during the visit.
  
- Serve as the primary contact person for the HEI regarding visit logistics, including information requests of the HEI during the visit and communication of issues that the VT identifies as the visit progresses.
  
- Troubleshoot issues arising during the visit.

- Ensure that the VT adopts a collaborative tone in dealings with the HEI during the visit.
- Reassign VT responsibilities during the visit in order to ensure the goals of the accreditation visit are met within the visit time period.
- Exercise effective time management for all aspects of the visit, including the end-of-day in-camera VT meetings.
- Ensure all VT members update their 'tracking of issues' spreadsheet and maintain a master 'tracking of issues' spreadsheet.
- Lead the end-of-day VT in-camera meetings to discuss outstanding issues.
- Mediate differences of opinion between VT members.
- Ensure the VT is making assessment only in terms of the published criteria.
- Ensure that all programs within the visit are evaluated in a consistent manner.
  - Review programs to identify courses that are common to multiple programs or which utilize common GA/CI processes.
- With the VC and GV, meet with the Dean each morning to provide briefing on issues outstanding with the visit at that point in time.
- With the VC and GV, meet with and interview the institution's leadership team in order to understand the priority placed on engineering programs at the HEI.
- With the VC and GV, meet with and interview students who are leading the Undergraduate Engineering Society and other pan-faculty clubs and societies.
- With the VC and GV, meet with the industry advisory group/stakeholders to understand their impressions about, and involvement, in the engineering programs.
- In the exit meeting with the HEI, provide a clear and concise summary of the issues for each program that were identified by the VT and which were not resolved at the time of the exit meeting.
- In the exit meeting with the HEI, provide some brief comments on program strengths that were noted by the VT.
- Ensure that final 'tracking issues' spreadsheets have been provided by each of the PVs before the exit meeting.

#### Responsibilities of the VTC following the visit:

- Work with the CEAB Secretariat to translate the information provided by the PVs on the final 'tracking issues' spreadsheets into a draft Visit Report.
- Review, edit (in consultation with the editor) and sign-off on the Visit Report.
- In consultation with VT members, as required, review the Dean's response to the Visit Report and seek clarification as necessary from the Dean to understand the response, particularly for any issues where there is disagreement between the HEI and the Visit Report.

- Review the Dean’s response to the Visit Report and, in consultation with members of the VT as required, determine whether the issues raised in the Visit Report have been addressed by further evidence provided in the Dean’s reply or subsequent communications.
  - Issues should only be considered resolved when the actions have been taken that fully resolve the issue. General plans to address an issue with criteria or future definitive actions that will address an issue with criteria do not ‘resolve’ an issue.
- Work with the assigned Reviewer to determine which issues remain unresolved as of the CEAB decision meeting and to determine a proposed motion for the decision meeting.
- Be available at CEAB decision meeting when the outcomes of the accreditation visit are considered by the Board. The VTC is typically the Presenter during the formal consideration of the programs in the decision meeting.

The VTC is responsible for information in the Visit Report, and should have an understanding of all issues before the decision meeting. The VTC may edit and elaborate on the issues and comments on the ‘tracking issues’ spreadsheets in preparation of the Visit Report to improve clarity and provide appropriate detail.

## Required Time Commitment

Accreditation visits typically take place during October, November, January, or February. Time commitments vary depending on the HEI visited, the number of programs, or the issues arising during the course of the review of materials. Overall, the time commitment for the VTC in advance of the visit is on the order of 60 hours for assembling the VT, liaising with the HEI regarding the visit schedule, mentoring inexperienced VT members, reviewing materials prepared by the HEI, and leading VT meetings and follow-up work arising from the meetings.

The time commitment associated with the on-site visit is the travel time to-from the HEI plus 3 days of meetings at the HEI (part of Sunday, Monday and part of Tuesday) and with the VT (informal Saturday evening dinner, Sunday morning, Sunday evening, Monday evening).

During the visit, the days and evenings are very full and the timelines are tight, so the VTC must set aside other commitments for that period of time.

With the support of the CEAB Secretariat, the VTC typically spend 4 hours preparing the Visit Report and a further 3 hours reviewing additional information provided by the HEI in response to the Visit Report. An additional 2 hours of time by the VTC is spent on collaborating with the assigned Reviewer to prepare the CEAB Decision Meeting for each program that was assessed.

## Support and Training

Typically, VTCs are individuals who currently serve on the CEAB and who have had previous experience as a PV or VC. To ensure smooth operation of the visit, the CEAB has developed tools to help VT members feel comfortable about their duties. Of particular relevance to the VTC is the following:

- **A Guide to Engineering Accreditation.** This online training module provides an overview of the accreditation process and is required reading for all visiting team members.

For visits to HEIs in Ontario, all VT members must complete the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service training program.

Expenses related to the visit including travel, meals, and accommodation will be reimbursed or covered. The CEAB Secretariat will arrange lodging and meals during the visit. The VTC will not bear costs of transportation, food or lodging. All VT members are required to comply with the Engineers Canada [Travel/Expense Reimbursement Policy](#) to be fully reimbursed for expenses.

## **Appointment**

With the assistance of the CEAB Secretariat (as needed), the CEAB Executive Committee identifies a potential VTC from among the current CEAB Board members or, in exceptional circumstances, from recent CEAB Board members. The Visiting Team Qualification Rubric (see Table 1) is used in assessing the suitability of individuals for participation on a VT.

The CEAB Secretariat consults with the HEI with respect to the suitability of the proposed VTC appointment and, if there are no conflict of interest (COI) issues, confirms the appointment. In the event of a COI, the CEAB Executive Committee identifies an alternative potential VTC.



# Accreditation Visiting Team Vice-Chair Role Description

## Role of the Visiting Team Vice-Chair (VC)

The VC's general responsibility is to assist the VTC with the program evaluation, and the specific roles will vary between visits depending on program size and structure. Typically, the VC will take the lead in overseeing evaluation of continuous improvement and graduate attributes assessment in collaboration with the PVs. In addition, the VC will also take on responsibility for evaluation of faculty-wide policies and the curriculum content that is common across programs, such as the core mathematics and science content and components of complementary studies. For visits with 6 or more programs, the VTC may wish to have two VCs who may be delegated responsibility to oversee groups of programs.

VCs are individuals who currently serve on the CEAB. Under exceptions circumstances or where the team has a second VC, the VC may be an individual who recently served on the CEAB and who has a record of positively-rated experiences as a VTC or VC. Given the role that the VC plays in support of other members of the VT and the prospect of having to assume the role of VTC in the event that the VTC becomes incapacitated, it is important that the VC have experience organizing visits, have strong knowledge of the GA/CI processes, and be familiar with engineering-wide contemporary curriculum (e.g., delivery of engineering-wide courses, complementary studies, professionalism, equity, health and safety, sustainability, etc.).

The VC should be familiar with the visit structure and communications so they can lead the VT if the VTC is unable to function in the Chair role or to attend the visit.

## Key Responsibilities

The key responsibilities of the VC are to assist the VTC with the visit, including supporting other visiting team members, particularly in terms of the review of the Graduate Attribute/Continual Improvement processes.

In the event that the VTC becomes incapacitated and is unable to carry out their responsibilities, the VC will assume the role of VTC until such a time that the original VTC can resume the chair. If the VC assumes the VTC responsibilities prior to the visit and the original VTC is not expected to be able to participate in the visit, the CEAB Secretariate will endeavor to find another individual to serve as a VC.

Responsibilities of the VC will be assigned by the VTC in advance of the visit, and vary between visits. Much of the work of the VC is done in collaboration with other members of the VT and generally includes a combination of the following.

Responsibilities of the VC in advance of the visit:

- Review and conduct an evaluation of faculty-wide policies for admission, progression, probation, degree audit, and transfer.
- Review and conduct an evaluation of faculty-wide activities that may include experiential learning, career development, co-op, student advising, transfer pathways.
- Review and conduct an evaluation of faculty-wide or multi-program curriculum elements that may include common first year course, common math, science, and engineering science, design and professionalism, and complementary studies.
- Review and conduct a preliminary evaluation of faculty-wide or multi-program structure of continuous improvement and graduate attribute activities, including external stakeholder engagement, advisory boards.

The VC also works closely with PVs on the evaluation of program-specific elements of the graduate attribute and continual improvement processes.

- Assist the VTC with providing mentorship to other members of the VT, and support the activities of other VT members as necessary.
- For large visits, the VT may be subdivided for the weekly meetings with the VTC and VCs sharing the Chairing of these meetings. The VTC and VCs will coordinate to ensure continuity and consistency in identifying and addressing issues.

Responsibilities of the VC during the visit:

- Be fully available for VT meetings between the start of the visit and the exit meeting with the HEI.
- Follow up on areas assigned to their role as identified in advance of the visit.
- Assist the VTC (as needed) in meetings with senior administration about long-term plans, resources, institutional support for engineering.
- With the VTC and GV, meet with the Dean each morning to provide briefing on issues outstanding with the visit at that point in time.
- With the VTC and GV, meet with and interview the institution's leadership team in order to understand the priority placed on engineering programs at the HEI.
- With the VTC and GV, meet with and interview students who are leading the Undergraduate Engineering Society and other pan-faculty clubs and societies.
- With the VTC and GV, meet with the industry advisory group/stakeholders to understand their impressions about, and involvement, in the engineering programs.
- Assist the PVs (as needed) in meetings with program officials or other individuals who are interviewed during the visit.
- Assist the VTC in ensuring consistency in expectations across program assessments.
- Support other members of the VT as required.

Responsibilities of the VC after the visit:

- Assist the VTC in completing the visit report.
- Assist the VTC in reviewing and commenting on the response of the HEI to the visit report.

## **Required Time Commitment**

Accreditation visits typically take place during October, November, January, or February. Time commitments vary depending on the HEI visited, the number of programs, or the issues arising during the course of the review of materials. Overall, the time commitment for the VC in advance of the visit is on the order of 40 hours for review of materials prepared by the HEI and for participation in VT meetings and follow-up work.

The time commitment associated with the on-site visit is the travel time to-from the HEI plus 3 days of meetings at the HEI (part of Sunday, Monday and part of Tuesday) and with the VT (informal Saturday evening dinner, Sunday morning, Sunday evening, Monday evening).

The VC is expected to be available as-needed following the visit to review the Visit Report and consult with the Chair on responses to the Visit Report by the HEI. This may involve on the order of 3 hours of time by the VC.

During the visit, the days and evenings are very full and the timelines are tight, so the VC must set aside other commitments for that period of time.

## Support and Training

To ensure smooth operation of the visit, the CEAB has developed tools to help VT members feel comfortable about their duties. Of particular relevance to the VC is the following:

- **A Guide to Engineering Accreditation.** This online training module provides an overview of the accreditation process and is required reading for all visiting team members.

Additional training and visit-specific expectations will be provided during the pre-visit teleconference(s) facilitated by the VTC.

For visits to HEIs in Ontario, all VT members must complete the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service training program.

## Appointment

With the assistance of the CEAB Secretariat (as needed), the CEAB Executive Committee, in consultation with the VTC, identifies a potential VC from among the current members of the CEAB or from among individuals who recently served on the CEAB and who have a record of positively-rated experiences as a VTC or VC. The Visiting Team Qualification Rubric (see Table 1 below) is used in assessing the suitability of individuals for participation on a VT.

The CEAB Secretariat consults with the HEI with respect to the suitability of the proposed VC appointment and, if there are no conflict of interest (COI) issues, confirms the appointment. In the event of a COI, the VTC identifies an alternative potential VC.

# Accreditation Visiting Team Program Visitor Role Description

## Role of the Program Visitor (PV)

The Program Visitor (PV) is a member of the VT whose primary responsibility is to evaluate the depth and breadth of a specific engineering programs in relation to the *CEAB Accreditation Criteria and Procedure* in order to determine if graduates from the program have sufficient academic qualifications for entry as Engineer-in-Training registrants with Engineering Regulators in Canada. Thus the PV must have professional technical knowledge of the engineering discipline related to the program being visited.

A PV may work closely with other PVs if several programs are similar. The TC and VC are available for mentorship and guidance. The PV will collaborate with the VC in the evaluation of the graduate attributes and continual improvement elements of the program and with the GV in the evaluation of elements of the program (e.g. facilities, safety, professionalism, etc.).

## Key Responsibilities

The key responsibilities of the PV are to focus on the aspects of the educational process specific to the program in order to identify whether, based on evidence provided by the HEI, there are any issues that need to be resolved in order for each criterion to be satisfied. The PVs serve as experts on the technical and relevant professional elements of the program assigned, and they assess programs in terms of both breadth and depth.

PVs collaborate with, and support as appropriate, other VT members to deliver an integrated assessment of the visit programs. The PVs carry out their work on behalf of the CEAB and must do so in a professional manner and in a manner consistent with CEAB policies and procedures.

Responsibilities of the PV in advance of the visit:

- Provide CV and other information requested by the CEAB Secretariat in order for the secretariat to determine whether an appointment to the VT is appropriate.
- Undertake any on-line training required by the CEAB or the HEI.
- Review program-related information and supporting material submitted by the HEI and identify issues with respect to any of the CEAB criteria.
- Coordinate with other VT members to ensure consistency in evaluation of programs.
  - There is normally some sharing of program content or GA/CI processes or support services among programs and it is critical that the members of the VT collaborate to provide a consistent evaluation to the criteria influenced by such common elements.
- Participate in all on-line meetings of the VT.
- Complete the required review of specific materials (as per direction of the VTC) in advance of meetings.
- Provide the VTC with requested information (e.g., draft 'tracking issues' spreadsheets, questions for HEI feedback on draft schedule, etc.).

- Make appropriate travel arrangements to ensure arrival at the HEI prior to the first face-to-face meeting of the VT as specified by the VTC and to depart following the exit meeting with the HEI;

Responsibilities of the PV during the visit:

- Be fully available for VT meetings between the start of the visit and the exit meeting with the HEI.
- Meet with and interview the institution's instructional team, as well as support staff, in order to further understand any issues identified prior to or during the visit.
- Meet with and interview students in the program to understand their experiences in the program.
- Meet with the industry advisory group/stakeholders for the program to understand their impressions about, and involvement, in the program.
- Meet with the Head and program official each morning to provide briefing on issues outstanding with the visit at that point in time.
- In advance of the exit meeting and in consultation with the VTC and other members of the VT, finalize a clear and concise summary of the issues for the program that were not resolved prior to or during the visit.
- In advance of the exit meeting, provide the VTC with some brief comments on program strengths that can be communicated at the exit meeting.
- Provide the VTC with the final 'tracking issues' spreadsheet for the program before the exit meeting.
  - All sections of the 'tracking issues' spreadsheet must be completed (e.g., comment on the HEI's self-assessment, identify strengths, and note any suggestions in the appropriate places in the tracking document).

Responsibilities of the PV after the visit:

- At the request of the VTC, provide support to the VTC in giving consideration to any additional information provided by the HEI in response to the VT report.

## Required Time Commitment

Accreditation visits typically take place during October, November, January, or February. Time commitments vary depending on the HEI visited, the number of programs, or the issues arising during the course of the review of materials. Overall, the time commitment for the PV in advance of the visit is on the order of 40 hours for review of materials prepared by the HEI and for participation in VT meetings and follow-up work.

The time commitment associated with the on-site visit is the travel time to/from the HEI plus 3 days of meetings at the HEI (part of Sunday, Monday and part of Tuesday) and with the VT (informal Saturday evening dinner, Sunday morning, Sunday evening, Monday evening).

The PV is expected to be available as-needed following the visit to consult with the VTC on responses to the Visit Report by the HEI. This is not a common occurrence but could involve 1-2 hours of time by the PV.

During the visit, the days and evenings are very full and the timelines are tight, so the PV must set aside other commitments for that period of time.

## Support and Training

To ensure smooth operation of the visit, the CEAB has developed tools to help VT members feel comfortable about their duties. Of particular relevance to the PV is the following:

- **A Guide to Engineering Accreditation.** This online training module provides an overview of the accreditation process and is required reading for all VT members.

Additional training and visit-specific expectations will be provided during the pre-visit teleconference(s) facilitated by the VTC.

For visits to HEIs in Ontario, all VT members must complete the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service training program.

Expenses related to the visit including travel, meals, and accommodation will be reimbursed or covered. The CEAB Secretariat will arrange lodging and meals during the visit. The PV will not bear costs of transportation, food or lodging. All VT members are required to comply with the Engineers Canada [Travel/Expense Reimbursement Policy](#) to be fully reimbursed for expenses.

## Appointment

With the assistance of the CEAB Secretariat (as needed), the VTC identifies potential PVs from a roster of individuals maintained by the CEAB Secretariat or from recommendations from other CEAB members or experience of the VTC on previous visits. The Visiting Team Qualification Rubric (see Table 1 below) is used in assessing the suitability of individuals for participation on a VT.

The CEAB Secretariat consults with the HEI with respect to the suitability of proposed PV appointments and, if there are no conflict of interest (COI) issues, confirms the appointment. In the event of a COI, the VTC identifies an alternative potential PV.

# Accreditation Visiting Team General Visitor Role Description

## Role of the General Visitor\*

The General Visitor's (GV) is a member of the VT whose primary responsibility is to serve as a representative on the visit for the regulatory body in the jurisdiction where the HEI operates. A secondary responsibility of the GV is to participate in the evaluation of the professional aspects (e.g., health and safety, licensure and awareness of profession) of the engineering education programs in relation to the *CEAB Accreditation Criteria and Procedures*. The GV does not need to have knowledge of the engineering disciplines related to the programs to be visited as program-specific knowledge will be brought by the PVs.

The GV typically works with the VTC, VC, PVs and other GVs in carrying out their responsibilities. The VTC and VC are available for mentorship and guidance. Normally the GV will cooperate with the PV and VC in the evaluation of elements of specific programs.

## Key Responsibilities

The key responsibilities of the GV are to focus on the professional aspects of the educational process in order to identify whether, based on evidence provided by the HEI, there are any issues that need to be resolved in order for each criterion to be satisfied. For large visits with more than 6 programs, there are normally two GVs.

GVs collaborate with the other VT members to assess the exposure and culture with respect to licensing and responsibilities of engineers and to assess culture of safety at the HEI for faculty, staff, and students. GVs also collaborate with, and support as appropriate, other VT members to deliver an integrated assessment of the visit programs. The GV normally assists PVs and the VC in evaluating common curriculum and graduate attributes related to communication skills, professionalism, impacts of engineering on society and the environment, ethics and equity, economics and project management, and lifelong learning.

Responsibilities of the GV in advance of the visit:

- Provide CV and other information requested by the secretariat in order to determine whether an appointment to the VT is appropriate.
- Undertake any on-line training required by the CEAB or the HEI.
- Review common curriculum and graduate attribute/continual improvement material submitted by the HEI and identify issues with respect to any of the CEAB criteria.
- Coordinate with other VT members to ensure consistency in evaluation of programs.

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### \*Update for the 2023/2024 accreditation visit cycle

The CEAB has been informed that the provincial and territorial engineering regulators will no longer appoint GVs to CEAB accreditation visiting teams, beginning in the 2023/2024 accreditation visit cycle. Regulators may choose to send an observer to an accreditation visit. This change to the team composition will be managed internally by CEAB Visiting Team Chairs and the Secretariat. Programs hosting visits in the 2023/2024 accreditation cycle are invited to discuss this change in team composition with their Visiting Team Chair or the CEAB Secretariat if they have any concerns.

- There is normally some sharing of program content or GA/CI processes or support services among programs. It is critical that the members of the VT collaborate to provide a consistent evaluation to the criteria influenced by such common elements.
- Participate fully in all on-line meetings of the VT.
- Complete required review of specific materials (as per direction of the VTC) in advance of meetings.
- Provide VTC with requested information (e.g., draft 'tracking issues' spreadsheets, questions for HEI feedback on draft schedule, etc.).
- Make appropriate travel arrangements to ensure arrival at the HEI prior to the first face-to-face meeting of the VT as specified by the VTC and to depart following the exit meeting with the HEI;

#### Responsibilities of the GV during the visit:

- Be fully available for and participate in VT meetings between the start of the visit and the exit meeting with the HEI.
- With the VTC and the VC, meet with the Dean each morning to provide briefing on issues outstanding with the visit at that point in time.
- With the VTC and the VC, meet with and interview the institution's leadership team in order to understand the priority placed on engineering programs at the HEI.
- With the VTC and the VC, meet with and interview students who are leading the Undergraduate Engineering Society and other pan-faculty clubs and societies.
- With the VTC and the VC, meet with the industry advisory group/stakeholders to understand their impressions about, and involvement, in the engineering programs.
- Provide input to the visiting team report to the CEAB.
- In advance of the exit meeting and in consultation with the VTC and other members of the VT, provide input to the VTC with regard to any issues that were not resolved during the visit.

#### Responsibilities of the GV after the visit:

- Prepare and submit to the CEAB Secretariat the General Visitor Report to the Engineering Regulators. This report is submitted by the CEAB Secretariat to the engineering regulatory body in the jurisdiction where the HEI is based.
  - In preparing the report, the GV must ensure that the confidentiality of the accreditation process not be compromised. The regulatory body may be informed of the quality and conduct of the VT, the visit schedule, and other general information that would convey a sense of the overall experience of the GV. Information regarding the quality of each engineering program and related factors assessed during the visit must remain confidential and not appear in the GV report.
- At the request of the VTC, provide support to the VTC in giving consideration to any additional information provided by the HEI in response to the VT report.



## Required Time Commitment

Accreditation visits typically take place during October, November, January, or February. Time commitments vary depending on the HEI visited, the number of programs, or the issues arising during the course of the review of materials. Overall, the time commitment in advance of the visit is on the order of 30 hours for review of materials prepared by the HEI and for participation in VT meetings and follow-up work.

The time commitment associated with the on-site visit is the travel time to-from the HEI plus 3 days of meetings at the HEI (part of Sunday, Monday and part of Tuesday) and with the VT (Sunday morning, Sunday evening, Monday evening). During the visit, the days and evenings are very full and the timelines are tight, so the GV must set aside other commitments for that period of time.

Following the visit, it is expected that the preparation of the GV report requires 3 hours of time by the GV.

## Support and Training

Typically, GVs are practicing professional engineers who hire and work with graduates of engineering programs. They are not academics and may have limited involvement with the CEAB or accreditation prior to joining the VT. To ensure smooth operation of the visit, the CEAB has developed tools to help VT members feel comfortable about their duties. Of particular relevance to the GV are the following:

- **A Guide to Engineering Accreditation.** This online training module provides an overview of the accreditation process and is required reading for all visiting team members.
- **General Visitor Manual.** This document provides guidance on the role of the GV and can be used as a how-to manual.

Additional training will be provided during the pre-visit teleconference(s) facilitated by the VTC. GVs should also feel free to contact the VTC or CEAB Secretariat with any questions or concerns.

For visits to HEIs in Ontario, all VT members must complete the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service training program.

Expenses related to the visit including travel, meals, and accommodation will be reimbursed or covered. The CEAB Secretariat will arrange lodging and meals during the visit. The GV will not bear costs of transportation, food or lodging. All VT members are required to comply with the Engineers Canada [Travel/Expense Reimbursement Policy](#) to be fully reimbursed for expenses.

## Appointment

The engineering regulatory body in the jurisdiction where the HEI operates nominates the GV, with the assistance of the CEAB Secretariat (as needed). The Visiting Team Qualification Rubric (see Table 1 below) is used in assessing the suitability of individuals for participation on a VT.

The GV typically participates in accreditation visits to engineering education programs in their province of licensure. In some circumstances, a GV may be recruited by a regulator outside their jurisdiction. The GV must be approved by the HEI and by the VTC.

## Application

Interested individuals are encouraged to express their interest to their provincial or territorial regulator.

**Table 1. Visiting Team Qualification Rubric.**

Members of a VT are chosen based on their knowledge of the discipline of programs under consideration (in the case of PVs), their ability to work well with others as a team member, their ability to communicate effectively (particularly listen to others’ opinions), their understanding the graduate attribute/continual improvement elements of programs (in the case of VCs), their experience with engineering education and understanding of accreditation in the Canadian environment and their experience with professional engineering in the Canadian environment (in the case of General Visitors). These qualifications may be evaluated by the VTC during a phone interview with potential VT members, particularly for prospective members of a VT who have limited prior experience as a member of a VT.

<b>Visiting Team Position</b>	<b>Criteria</b>	<b>Does Not Meet (Unacceptable Candidate)</b>	<b>Meets</b>	<b>Exceeds (Preferred Candidate)</b>
Program Visitor	Understanding of the content of the discipline to be assessed and understanding of Graduate Attribute/Continual Improvement process	No evidence of involvement in curriculum matters in the discipline to be assessed or previous negative-rated experience as a member of a Visiting Team	Evidence of involvement in curriculum matters in the discipline to be assessed or a strong interest in participation in an accreditation visit	Previous positively-rated experience as a Program Visitor
Vice Chair	Track record on visiting teams	Non CEAB members who don’t have a record of positively-rated recent experiences as a Chair or Vice-Chair of Visiting Teams	A current member of the CEAB, or a recent member of the CEAB with record of positively-rated recent experiences as a Chair or Vice-Chair of Visiting Teams	A current member of the CEAB with a record of positively-rated recent experiences as a Chair or Vice-Chair
All members of Visiting Team	Team player	No evidence of team member skills	Previous successful experience working on a multidisciplinary team	Strong team membership (not leadership) skills, and collaborative leadership traits
All members of Visiting Team	Communication skills (listening, oral, and written) in language of institution	Difficulty communicating	Exhibits effective communication skills	Demonstrates strong communication skills, particularly an ability to listen to others perspectives without

imposing judgement.

All members of Visiting Team	Understanding of Role of the Visiting Team in the Accreditation Process	No evidence of understanding the role of accreditation	Shows evidence of an understanding of accreditation and has completed, or will complete, the online training module	Demonstrates a strong understanding of the CEAB accreditation process and the role of the members of the visiting team
All members of Visiting Team	Licensure	Is not licensed to practise engineering in Canada	Is licensed to practise engineering in Canada	Is licensed to practise engineering in Canada
General Visitor	Experience with professional engineering in the Canadian environment	Has less than 5 years of engineering experience in Canada	Has 5 years of experience practising engineering in Canada	Is a senior level (either management or specialist) and has more than 5 years experience practising engineering in Canada