55.4 Standards of Accreditation in Library Education: Appeals Procedure

A graduate program in library and information studies may file a written appeal against any accreditation decision, by the Committee on Accreditation, which does not result in accreditation. Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process.

(See “Policy Reference File:” Executive Board Appeal Procedure)

Note to reader:
At the 2008 ALA Annual Conference, on recommendation by the Policy Monitoring Committee, the ALA Council voted to revise Policy 55.4, Standards of Accreditation in Library Education: Appeals Procedure, by replacing the final sentence, which read: “The details of the appeals procedure shall be adopted by the Executive Board as implementation of this policy, and the procedure shall be a part of the information supplied to institutions participating in the accreditation process.” With the following sentence: “Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process.” Revised policy as located above.
60.5. Heading: CHANGE "Library Education" TO "Library and Information Studies Education"

60.5. line 2/3: CHANGE "graduate library and information science programs" TO "Graduate programs in library and information studies"

**ACTION ITEM 2. Updating Policy 55.4**

In the process of examining policies for terminology, PMC noted the following wording as the last sentence of Policy 55.4, Standards of Accreditation in Library Education: Appeals Procedure: "The details of the appeals procedure shall be adopted by the Executive Board as implementation of this policy, and the procedure shall be a part of the information supplied to institutions participating in the accreditation process."

It has been determined that the appeals procedures were adopted by the Executive Board in January, 2003. Therefore,

PMC moves that the final sentence of 55.4 be deleted and replaced with: "Details regarding the appeals procedure shall be supplied to all programs participating in the accreditation process."

**ACTION ITEM #3. Placement of revisions to the Code of Ethics (ALA Policy 40.2)**

At Midwinter, 2008, Council approved several revisions to the ALA Code of Ethics. In the document passed by Council, the sections of the Code were numbered as "ARTICLE X, ARTICLE Y, etc.," while the Code itself uses the numbering "1), 2), etc." PMC regards this difference as an editorial matter only, and has substituted the existing numbering system for the one used in the Council document. Otherwise, the changes put forth here are exactly as passed by Council.

PMC moves the following changes to Policy 40.2:

3): DELETE the current wording and REPLACE WITH: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

4): DELETE the current wording and REPLACE WITH: "We respect intellectual property rights and advocate balance between the interests of information users and rights holders."

5): DELETE the current wording and REPLACE WITH: "We treat co-workers and other colleagues with respect, fairness, good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions."

**ACTION ITEM #4. Revised guidelines for preparation of resolutions (ALA Policy 5.3)**
ACREDITATION APPEALS PROCESS GUIDELINES
OF THE
AMERICAN LIBRARY ASSOCIATION
50 East Huron Street
Chicago, Illinois 60611

OBJECTIVES

Accreditation by the American Library Association (ALA) of an institution's graduate program in library education can be denied only with justifiable cause. Failure of the institution to maintain a quality program of graduate library education as described in Standards for Accreditation, 1972 shall be considered cause. Accreditation cannot be refused unless the institution is given opportunity to appeal the decision of the ALA Committee on Accreditation (COA).

The Standards for Accreditation, 1972 by which an institution's graduate program in library education are evaluated are designed to be reasonable, non-discriminatory, relevant, and objective. While the ALA is obligated to grant accreditation to any program meeting the Standards for Accreditation, 1972, the Association is under a corresponding and equal obligation to deny accreditation to any program which does not meet the Standards. To grant accreditation to such a program would constitute a disservice:

First, to the public;

Second, to students who consider the "accreditation status" of a program in their evaluation of educational alternatives;

Third, to the accredited programs which have made the commitment in time, personnel, and resources to achieve accreditation;
designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed or came into being subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision, in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not, be published as the ALA Executive Board may determine in its absolute discretion.

This document is intended to implement the appeals process established in the COA Manual of Procedures to aid parties to an accreditation appeal, and to assist the Select Committee charged with hearing the appeal and reporting to the ALA Executive Board. If, in the course of an appeal, a dispute should arise as to the meaning of any provisions of this document or its consistency with the COA Manual, the dispute shall be decided by the
appeal shall be filed in the name of the institution and with its consent.

6. An institution may withdraw its appeal by notice in writing to the ALA Executive Director if the notice is received not less than fifteen (15) days prior to the date on which the appeal hearing has been scheduled by the Select Committee. Thereafter, the appeal may be withdrawn only with the consent of the Select Committee and on such terms and conditions as the Select Committee may determine in its absolute discretion.

7. The appeal is intended to advise the ALA Executive Board of the nature of the controversy and to be a comprehensive briefing of the issues involved. The institution may not enlarge the grounds, but may eliminate any of the grounds asserted in the written statement in any subsequent brief or in any oral argument held.

8. The appeal shall be disseminated by the ALA Executive Director to all members of the ALA Executive Board, to all members of the COA, to all members of the COA visiting team, and to such other persons as the ALA Executive Director determines have a "need to know" of the appeal, provided however, that no disclosure shall be made to the public by the ALA nor by the COA. The ALA shall use its best efforts to assure the confidentiality of the initial accreditation decision of COA and any appeal thereof. However, ALA does not assume any responsibility for unofficial or unauthorized disclosures.

II. Appointing the Select Committee

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education.
the grounds assigned for disqualification as outlined in Paragraph 1 above. Each party shall also have three pre-emptory exceptions without stated reasons. Failure to file such request shall be deemed to waive any grounds for disqualification. The ALA Executive Director shall advise the ALA Executive Board of all requests received for disqualification. Such members shall be disqualified and an acceptable alternate substituted.

III. Select Committee Procedures

The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

1. The ALA Executive Director shall call the first meeting of the Select Committee.

2. The Chair of the Select Committee shall be elected by a majority vote of the members and shall serve as presiding officer of any hearing held in connection with the appeal.

3. Each party to the appeal (the appealing institution and the COA) may be represented by legal counsel if it so notifies the other party and the Select Committee at least twenty (20) days before the hearing. The Select Committee may have ALA General Counsel present to advise it on such issues as may arise.

4. Each party may have such witnesses present at the hearing as it deems necessary and shall provide the names of all such witnesses to the other party and to the Select Committee at least fourteen (14) days prior to the hearing date. The Select Committee shall notify the parties of any witnesses it intends to call. No other persons except as provided in Paragraph 5 below shall be present at the hearing.
(g) Report of the COA to the institution, including any related correspondence prior to the filing of an appeal with the ALA Executive Board.

(h) Such other information and documentation as the Select Committee may require concerning accreditation policies, procedures of the COA, and the interpretation thereof.

IV. Select Committee Briefing and Hearing

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the institution; the Select Committee may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.

1. Immediately upon establishment of a Select Committee and the disposition of any challenges to its membership, the Chair shall advise the parties of the schedule which will be followed (see Appendix). This schedule will basically provide for:

(a) The delivery of the appeal document to the COA.
(b) The submission of the COA reply to the appeal.
(c) The answer to the COA reply by the appealing institution.
(d) Oral hearing and argument.
5. The only issues which may be raised by the appealing institution and which may be considered by the Select Committee are the following:

(a) Whether the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA;

(b) Whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and

(c) Whether the visiting team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

All statements, arguments, and documentation shall relate to one or more of these issues, and the burden of demonstrating the relevance of any information or argument shall be on the appealing institution.

6. If the factual section of the report of the visiting team has been accepted by the appealing institution, the appealing institution and the COA shall be bound by the facts set forth in it.

7. The Select Committee shall be the sole and exclusive judge of the relevance of the evidence it will hear in respect of any of the issues properly raised except in matters of interpretations of the Standards for Accreditation, 1972. In this regard, the Select Committee shall not be bound by the strict rules of evidence which may be applicable in a judicial proceeding. However, the Select Committee may not receive or consider statements of fact or arguments relating to conditions or circumstances which developed or came into being after the date of the site visit, nor any allegation with regard to the factual section of the COA visiting team report,
11. The Select Committee may question any witnesses presented by the parties. A party shall have the right to cross-examine the witnesses of the other party, but the scope, nature, form, and relevance of the questions shall be subject to the approval of the Select Committee, and the Select Committee shall act as the interrogator.

12. Either party may waive oral argument and request the Select Committee to rely on the record and documentation submitted by the parties. If both parties waive oral argument, the Select Committee, if it deems the records and documentation sufficient to enable it to do so, may prepare its report and its findings. If the record and documentation are deemed inadequate, the Select Committee may require oral argument to be held on such issues and matters as it deems appropriate.

13. The conduct of the hearing and of the parties and witnesses shall conform to the requirements and rulings of the Select Committee. Failure to conform to prescribed conduct and rulings shall be deemed contempt of the Committee. The sanction for such contempt may be the exclusion of the testimony or arguments of the offending witness from consideration, or the exclusion of the offending witness from continued participation in the hearing.

V. Select Committee Report of Findings

The Select Committee shall present to the ALA Executive Board a written report of its findings together with its recommendations. The ALA Executive Board may confer with the Select Committee relative to its report.

1. At the adjournment of the hearing, if held, the Select Committee shall prepare a report of its findings. The report shall address itself only to those issues raised by the appealing institution and the COA reply. The Select Committee shall not consider any other issue.
**Appendix to ACCREDITATION APPEAL PROCESS GUIDELINES**

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
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<tbody>
<tr>
<td>At ALA Annual Conference or Midwinter Meeting</td>
<td>COA makes accreditation decision</td>
</tr>
<tr>
<td>Immediately after COA action</td>
<td>COA action communicated verbally to designated school representative.</td>
</tr>
<tr>
<td>Monday after conference week ends</td>
<td>COA action sent to president of the institution and to the chief executive officer of the library school in a formal letter of notification.</td>
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<tr>
<td>As soon as possible after COA action, school if accreditation is denied or withdrawn</td>
<td>COA final report is sent to the school and the president by certified mail.</td>
</tr>
<tr>
<td>Within six weeks of receipt of COA ALA final report</td>
<td>School files appeal document with Executive Board. ALA Executive Director receives on behalf of the ALA Executive Board.</td>
</tr>
<tr>
<td>At the next scheduled ALA Executive Board meeting after appeal has been filed</td>
<td>ALA Executive Board appoints members and alternates for the Select Committee to hear the appeal.</td>
</tr>
<tr>
<td>Immediately upon appointment of the Select Committee</td>
<td>Appealing institution and the COA notified by certified mail of the names of Select Committee members and alternates.</td>
</tr>
<tr>
<td>Within 14 days of receipt of notification of members and alternates</td>
<td>Either party may file a request for disqualification of Select Committee members or alternates.</td>
</tr>
<tr>
<td>Within 8 weeks of receipt of the appeal brief from the ALA Executive Director</td>
<td>Select Committee organizes Appeal document is received by COA.</td>
</tr>
<tr>
<td>*</td>
<td>On request, Accreditation Officer supplies relevant documentation to the Select Committee.</td>
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<tr>
<td>*</td>
<td>COA develops reply document to the appeal document and transmits the reply to the ALA Executive Director.</td>
</tr>
<tr>
<td>*</td>
<td>ALA Executive Director transmits the COA reply to appealing institution.</td>
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<td>Select Committee transmits the COA reply to the appealing institution.</td>
</tr>
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<td>Within 4 weeks of receipt of COA reply document</td>
<td>Appealing institution develops response to the COA reply and transmits the response to the Select Committee.</td>
</tr>
<tr>
<td>*</td>
<td>Select Committee transmits response of appealing institution to the COA.</td>
</tr>
<tr>
<td>At least 20 days prior to the appeal hearing</td>
<td>Each party to the appeal notifies the Select Committee and the other party if legal counsel will be present at the hearing.</td>
</tr>
<tr>
<td>At least 14 days before appeal hearing</td>
<td>Each party provides names of witnesses to the Select Committee and the other party.</td>
</tr>
<tr>
<td>In advance of appeal hearing</td>
<td>Select Committee consults with representatives of both parties to exchange lists of witnesses, discuss timing of presentations, limit repetitive testimony, narrow facts at issue, etc.</td>
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<tr>
<td>*</td>
<td>Appeal hearing held.</td>
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<td>Report and recommendations of the Select Committee are transmitted in writing to the ALA Executive Board.</td>
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<td>ALA Executive Board makes decision and transmits notice of action in writing to the COA and the appealing institution.</td>
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<tr>
<td>*</td>
<td>Select Committee is discharged.</td>
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ACCREDITATION APPEALS PROCESS GUIDELINES

OF THE

AMERICAN LIBRARY ASSOCIATION
50 East Huron Street
Chicago, Illinois 60611

OBJECTIVES

Accreditation by the American Library Association (ALA) of an institution's graduate program in library education can be denied only with justifiable cause. Failure of the institution to maintain a quality program of graduate library education as described in Standards for Accreditation, 1972 shall be considered cause. Accreditation cannot be refused unless the institution is given opportunity to appeal the decision of the ALA Committee on Accreditation (COA).

The Standards for Accreditation, 1972 by which an institution's graduate program in library education are evaluated are designed to be reasonable, non-discriminatory, relevant, and objective. While the ALA is obligated to grant accreditation to any program meeting the Standards for Accreditation, 1972, the Association is under a corresponding and equal obligation to deny accreditation to any program which does not meet the Standards. To grant accreditation to such a program would constitute a disservice:

First, to the public;

Second, to students who consider the "accredited status" of a program in their evaluation of educational alternatives;

Third, to the accredited programs which have made the commitment in time, personnel, and resources to achieve accreditation;
Fourth, to the employers of the graduates of accredited programs who have a right to expect qualified personnel; and

Fifth, to the library profession which is concerned with the quality of the education leading to the first professional degree in librarianship.

In recognition of these duties, obligations and responsibilities the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 makes specific provision for an accreditation appeals process as follows:*

**ACCREDITATION APPEALS PROCESS**

**Rationale**

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether the COA and the Visiting Team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA; (2) whether the Visiting Team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and (3) whether the Visiting Team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

**Procedure**

Any institution which is not granted full accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

* Incorporates changes approved by the ALA Executive Board, February 4, 1977.
The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision, in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The initial accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not, be published as the ALA Executive Board may determine in its absolute discretion.

This document is intended to implement the appeals process established in the COA Manual of Procedures to aid parties to an accreditation appeal, and to assist the Select Committee charged with hearing the appeal and reporting to the ALA Executive Board. In the event in the course of an appeal there arises a dispute as to the meaning of any provisions of this document or its consistency with the COA Manual, the dispute shall be decided by the Select Committee hearing the appeal and its decision shall be final and binding in the matter, but the Select Committee shall make no interpretation of the Standards for Accreditation, 1972. In reaching its decision, the Select Committee shall have the right to consult with General Counsel of the ALA.
I. Initiating an Appeal

Any institution which is not granted full accreditation for its program by the Committee on Accreditation may appeal the COA decision by filing with the Executive Board of the ALA within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

1. Any decision of the COA which denies an institution full accreditation may be appealed as a matter of right.

2. The appeal is considered received by the ALA Executive Board when it is received by the ALA Executive Director. It is not necessary to direct it to each member of the ALA Executive Board.

3. The full report of the COA decision will be deemed received for purposes of starting the running of the six week appeal period on the date specified on the "Return Receipt" required under the provisions set in the COA Manual of Procedures unless the institution demonstrates in writing that the COA report was not received on that date.

4. Receipt of the COA report by the president of the institution, pursuant to the provisions set in the COA Manual of Procedures, shall be deemed notice to the institution.

5. The appeal may be filed by either the president of the institution or the executive officer of the library school. However, any appeal shall be filed in the name of the institution and with its consent.

6. An institution may withdraw its appeal by notice in writing to the ALA Executive Director if the notice is received not less than fifteen (15) days prior to the date on which the appeal hearing has been scheduled by the Select Committee. Thereafter, the appeal may be withdrawn only with the
consent of the Select Committee and on such terms and conditions as the Select Committee may determine in its absolute discretion.

7. The appeal is intended to advise the ALA Executive Board of the nature of the controversy and to be a comprehensive briefing of the issues involved. The institution may not enlarge the grounds, but may eliminate any of the grounds asserted in the written statement in any subsequent brief or in any oral argument held.

8. The appeal shall be disseminated by the ALA Executive Director to all members of the ALA Executive Board, to all members of the COA, to all members of the COA visiting team, and to such other persons as the ALA Executive Director determines have a "need to know" of the appeal, provided however, that no disclosure shall be made to the public by the ALA nor by the COA. The ALA shall use its best efforts to assure the confidentiality of the initial accreditation decision of COA and any appeal thereof. However, ALA does not assume any responsibility for unofficial or unauthorized disclosures.

II. Appointing the Select Committee

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education.

1. In appointing the Select Committee, the ALA Executive Board shall be guided by the following principles:

(a) Only one person connected with any one institution may serve on the same Select Committee.

(b) A person shall automatically be disqualified to be a member of a Select Committee in any case in which (1) the individual has been or is currently affiliated with the institution
involved (including having attended such institution), or (2) is related by blood or marriage (to the fourth degree) to any individual connected with the institution involved in the appeal, or (3) has been a member of the COA within the three years immediately preceding the appeal.

2. The ALA Executive Board shall select, in addition to the number of members of the Select Committee, not less than two alternate members who shall serve in the event any member selected by the ALA Executive Board is disqualified as hereinafter provided.

3. Before sitting in any case, each member of a Select Committee shall sign a statement (1) that he/she is not disqualified for any of the foregoing reasons, and (2) that he/she knows of no other reason that might prevent him/her from rendering an impartial decision.

4. The parties to the appeal shall be notified of the names of the members of the Select Committee and the alternates immediately upon their appointment by the ALA Executive Board by certified mail, return receipt requested. Within 14 days after receipt of such notice any party may file with the ALA Executive Director a written request for disqualification stating the grounds assigned for disqualification as outlined in Paragraph 1 above. Each party shall also have three pre-emptory exceptions without stated reasons. Failure to file such request shall be deemed to waive any grounds for disqualification. The ALA Executive Director shall advise the ALA Executive Board of all requests received for disqualification. Such members shall be disqualified and an acceptable alternate substituted.
III. Select Committee Procedures

The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

1. The ALA Executive Director shall call the first meeting of the Select Committee.

2. The Chair of the Select Committee shall be elected by a majority vote of the members and shall serve as presiding officer of any hearing held in connection with the appeal.

3. Each party to the appeal (the appealing institution and the COA) may be represented by legal counsel if it so notifies the other party and the Select Committee at least twenty (20) days before the hearing. The Select Committee may have ALA General Counsel present to advise it on such issues as may arise.

4. Each party may have such witnesses present at the hearing as it deems necessary and shall provide the names of all such witnesses to the other party and to the Select Committee at least fourteen (14) days prior to the hearing date. The Select Committee shall notify the parties of any witnesses it intends to call. No other persons except as provided in Paragraph 5 below shall be present at the hearing.

5. Each party may, at its own expense, have a recorder present at the hearing. This individual shall have no right to participate in the hearing and shall be bound by the rules of confidentiality. If the Select Committee causes the hearing to be transcribed, any party shall be entitled to a copy of the transcript at cost.
6. The Accreditation Officer of the COA as requested by the ALA Executive Director on behalf of the Select Committee shall provide to the Committee copies of the following documents which shall constitute the record on appeal. Any request for documentation by the appealing institution shall be made to the ALA Executive Director.

(a) **Standards for Accreditation, 1972**

(b) **Self-Study: A Guide to the Process and to the Preparation of a Report for the Committee on Accreditation of the American Library Association (Under the Standards for Accreditation, 1972)**

(c) **Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972**

(d) Self-study report submitted to the COA in application for an evaluation visit.

(e) Instructions by the Accreditation Officer or by the COA to the visiting team.

(f) Report of the COA visiting team and any written response to such report filed with the COA by the appealing institution, together with any related supporting documentation.

(g) Report of the COA to the institution, including any related correspondence prior to the filing of an appeal with the ALA Executive Board.

(h) Such other information and documentation as the Select Committee may require concerning accreditation policies, procedures of the COA, and the interpretation thereof.
IV. Select Committee Briefing and Hearing

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the institution; the Select Committee may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.

1. Immediately upon establishment of a Select Committee and the disposition of any challenges to its membership, the Chair shall advise the parties of the schedule which will be followed. This schedule will basically provide for:

   (a) The submission of the COA reply to the appeal.
   (b) The answer to the COA reply by the appealing institution.
   (c) Oral hearing and argument.
   (d) Filing of the Select Committee report and recommendations with the ALA Executive Board.

2. The COA shall be the official body of the ALA responsible for the interpretation of Standards for Accreditation, 1972. Interpretation of the Standards offered by an appealing institution shall not be considered by the Select Committee.
3. For purposes of any hearing, the appeal document filed by the appealing institution with the ALA Executive Board shall serve as the brief of the appealing institution. The COA shall have eight weeks after the receipt of the appealing institution's brief to file its reply in response to the appeal brief. Delivery to the ALA Executive Director shall constitute delivery to the Select Committee. The appealing institution may file a response to the reply of the COA within four weeks after its receipt. Copies of these documents (i.e., the appeal, the COA reply and the response of the appealing institution) shall be filed with the ALA Executive Director for transmittal to the Select Committee, to the appealing institution, and to the COA as appropriate. Service on the president of the institution shall be deemed service on the appealing institution and service on the ALA Executive Director shall be deemed service on the COA, effective as of the date received.

4. If the appealing institution fails to file its brief within the time specified or within the time as extended, the COA may move for dismissal of the appeal. If the COA fails to file its reply, the COA will not be heard at oral argument except by permission of the Select Committee.

5. The only issues which may be raised by the appealing institution and which may be considered by the Select Committee are the following:

(a) Whether the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA;

(b) Whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation, 1972; and
(c) Whether the visiting team and the COA correctly applied the Standards for Accreditation, 1972 to those facts.

All statements, arguments, and documentation shall relate to one or more of these issues, and the burden of demonstrating the relevance of any information or argument shall be on the appealing institution.

6. The appealing institution and the COA shall be bound by the facts set forth in the factual section of the report of the visiting team if such section has been accepted by the appealing institution. No facts or allegations will be considered which are inconsistent with or contrary to the facts accepted.

7. The Select Committee shall be the sole and exclusive judge of the relevance of the evidence it will hear in respect of any of the issues properly raised except in matters of interpretations of the Standards for Accreditation, 1972. In this regard, the Select Committee shall not be bound by the strict rules of evidence which may be applicable in a judicial proceeding. However, the Select Committee may not receive or consider statements of fact or arguments relating to conditions or circumstances which developed or came into being after the date of the site visit, nor any allegation with regard to the factual section of the COA visiting team report, after the acceptance of the factual section by the appealing institution. For this reason the appealing institution and the COA are especially charged to establish a clear chronology of the events upon which they rely.

8. The Select Committee shall consult with representatives of the appealing institution and the COA in advance of the hearing for the following purposes:

(a) To exchange lists of witnesses;
(b) To discuss the time which will be required by the parties;
(c) To limit statements or testimony which would be merely repetitive;
(d) To encourage the parties to narrow the facts at issue;

(e) To take any other action the Select Committee deems appropriate to expedite the hearing and assure its completeness.

The Select Committee shall, on the basis of its consultations with the parties, determine the amount of time to be allotted the parties at the hearing, provided however, that no party shall have less time than the other.

9. Each party may allocate the time granted it among those persons it desires to testify or participate in the hearing as it sees fit. No person shall testify or be present who has not been called as a witness by either party to the appeal or by the Select Committee.

10. The Select Committee on its own motion may call as its own witness any persons whose testimony it may deem useful and who are not witnesses for the parties. The time used by such witnesses shall not be charged to the time allotted the parties.

11. The Select Committee may question any witnesses presented by the parties. A party shall have the right to cross-examine the witnesses of the other party, but the scope, nature, form and relevance of the questions shall be subject to the approval of the Select Committee and the Select Committee may act as the interrogator.

12. Either party may waive oral argument and request the Select Committee to rely on the record and documentation submitted by the parties. If both parties waive oral argument, the Select Committee, if it deems the records and documentation sufficient to enable it to do so, may prepare its report and its findings. If the record and documentation are deemed inadequate, the Select Committee may require oral argument to be held on such issues and matters as it deems appropriate.
13. The conduct of the hearing and of the parties and witnesses shall conform to the requirements and rulings of the Select Committee. Failure to conform to prescribed conduct and rulings shall be deemed contempt of the Committee. The sanction for such contempt may be the exclusion of the testimony or arguments of the offending witness from consideration, or the exclusion of the offending witness from continued participation in the hearing.

V. Select Committee Report of Findings

The Select Committee shall present to the ALA Executive Board a written report of its findings together with its recommendations. The ALA Executive Board may confer with the Select Committee relative to its report.

1. At the adjournment of the hearing, if held, the Select Committee shall prepare a report of its findings. The report shall address itself only to those issues raised by the appealing institution and the COA reply. The Select Committee shall not consider any other issue.

2. The report of the Select Committee shall include a recommendation for action by the ALA Executive Board.

3. The report of the Select Committee shall not be disclosed to any person prior to its receipt and consideration by the ALA Executive Board. The ALA Executive Director, ALA's General Counsel, and the Accreditation Officer may provide such assistance as the Select Committee may request. The disposition of the report shall be determined by the ALA Executive Board.

4. The members of the Select Committee shall be prepared to meet with the ALA Executive Board, as required, to discuss the findings in its report. The Select Committee shall be discharged immediately upon the issuance of the decision of the ALA Executive Board.
5. The final decision of the ALA Executive Board shall be transmitted in writing to both parties.

6. The Select Committee, the COA, and the ALA Executive Board, at the appropriate times, and to avoid future actions against the ALA by the appealing institution, shall request the assistance of ALA General Counsel for the review of the following documents prior to their release:

(a) The COA reply to the appeal of the appealing institution;

(b) The report of the Select Committee to the ALA Executive Board; and

(c) The written report on the appeal issued by the ALA Executive Board to the appealing institution and the COA.
ACCREDITATION APPEALS PROCESS

Rationale

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether the COA and the Visiting Team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation, 1972 of the COA; (2) whether the Visiting Team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation; and (3) whether the Visiting Team and the COA correctly applied the Standards for Accreditation to those facts.

Procedure

Any institution which is not granted full accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than three qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own chairman. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it seems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the Visiting Team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit.
The Select Committee shall present to the Executive Board a written report of its findings. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision, in writing to the COA and to the institution. If the COA fails to act responsibly and responsively to a case remanded to it, the Executive Board may act in accordance with Article IX, Section 8 (c) of the Bylaws of the American Library Association.

The initial accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not be, published as the ALA Executive Board may determine in its absolute discretion.
44. Accreditation Appeals Process

Rationale

In order to safeguard the rights of institutions seeking accreditation by the American Library Association of their graduate programs in library education, a formal appeals process is made available. This process is designed for any institution which believes that it has sufficient reason to question the procedures followed by the Committee on Accreditation (COA) of the American Library Association in examining its program. Such questions must of necessity be addressed to one or more of the following issues: (1) whether
the COA and the visiting team conformed to the procedures described in the Manual of Procedures for Evaluation Visits Under Standards for Accreditation of the COA; (2) whether the visiting team fully determined the facts of the case in accordance with the provisions of the Standards for Accreditation; and (3) whether the visiting team and the COA correctly applied the Standards for Accreditation to those facts.

Procedure

Any institution which is not granted accreditation for its program by the COA may appeal the COA decision by filing with the Executive Board of the American Library Association within six weeks after receipt of the full report of such decision, a written statement setting forth in detail the grounds on which the appeal is based.

The Executive Board shall appoint a Select Committee of not fewer than five qualified persons to consider the appeal. Members of the Select Committee shall be drawn from the membership of the American Library Association and shall be persons who are knowledgeable about accreditation and library education. The Select Committee shall determine its own schedule and designate its own Chair. In the process of considering an appeal, the Accreditation Officer of the COA shall provide information on accreditation policies and procedures to the Select Committee and Executive Board.

The Select Committee shall hold hearings and make such other inquiries as it deems necessary to conduct a full and detailed investigation. During this investigation, the Select Committee shall have full access to and shall consider all documents and papers relevant to the case. In addition, the Select Committee must obtain the testimony of the visiting team, members of the COA, the Accreditation Officer, and appropriate representatives of the school; it may also call any other witnesses whose testimony the Select Committee deems useful. Witnesses may present oral and written statements, as authorized by the Select Committee. The Select Committee shall not receive or consider statements pertaining to conditions which developed subsequent to the time of the site visit. The Select Committee shall present to the Executive Board a written report of its findings together with its recommendations. The Executive Board may confer with the Select Committee relative to its report.

Upon receipt of the report of the Select Committee, the Executive Board shall either (1) affirm the decision of the COA, or (2) set aside the decision of the COA and remand the case to the COA with appropriate instructions for further proceedings and reconsideration. The Executive Board shall communicate its decision, and the reasons for that decision,
in writing to the COA and to the institution. If the COA fails to act reasonably and responsively to a case remanded to it, the Executive Board may act in accordance with Article VIII, Section 8(c) of the Bylaws of the American Library Association.

The accreditation decision of the COA may not be made public until the time for any appeal is past or until any appeal is finally administratively determined by these procedures. The accredited status held by the appealing institution shall be continued until such time as the matter is finally resolved.

After the decision on the appeal is determined by the ALA Executive Board, the report of the Select Committee or a summary thereof may, but need not be, published as the ALA Executive Board may determine in its absolute discretion.