

## Appropriate Panelist Behavior

- Conduct yourself professionally. Throughout your appointment as a member of an External Review Panel you are representing the Committee on Accreditation, the American Library Association, and your institution. Remember that to many whom you meet, you embody our profession.
- Any contact with the program should be through your panel chair, unless your chair has given you specific direction to contact someone in the program (e.g., to make a plane reservation).
- Remember that the process is confidential, even after the accreditation decision is made public. Do not discuss the details of the program presentation and the visit. It is not appropriate to talk about who said what about whom. While on the review visit, be sure that any discussions among the panel about impressions or findings are held in a private setting.
- During the site visit, do not make pronouncements for the COA. The Committee on Accreditation makes the accreditation decision and any recommendations; the panel does not. Your ERP chair is the designated spokesperson for the panel and will communicate strengths and weaknesses of the program to selected representatives of the program.
- Consider carefully before engaging in any contact with those associated with the program you're reviewing. From the time you're named as a panel member until the COA has rendered its decision to the program, think about any formal or informal contact with any administrators, faculty or students from the program. When in doubt about pending contact, ask your ERP chair or the Office for Accreditation staff what is appropriate.
- Understand that the standards and the process are not prescriptive. You are measuring the program against its own mission, goals, and objectives in accordance with the *Standards for Accreditation*. You are providing a quality assessment to help strengthen the program you are reviewing.
- Recognize that every program is unique and may have very different ways of meeting the standards from other programs with which you are familiar. Do not make comparisons with other programs.
- Leave your personal agendas behind. If you find that you are not able to remain objective or become aware of a previously undisclosed conflict of interest, let the Office for Accreditation or the ERP chair know as soon as possible.