

COUNCIL ON AVIATION ACCREDITATION

CHAIRPERSON'S ASSESSMENT OF THE PERFORMANCE OF THE VISITING TEAM MEMBER

FORM 115

In accordance with its commitment to full and fair appraisal of aviation education programs, the Visiting Team Chairperson is asked to assess the performance of the Visiting Team Member. This information will be used to improve future site evaluation procedures.

Person being assessed _____

Institution visited _____

Program(s) evaluated _____

Dates of visitation _____

For each question, place a check mark under the category which, in your opinion, best described the Team Member's performance.

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
1. The Team Member came to the visit well prepared and appeared to be familiar with the Self-study.	()	()	()	()
2. The Team Member was on time for all meetings and kept to the visitation schedule.	()	()	()	()
3. The Team Member was courteous and polite, portraying a professional attitude and a proper image of the Council.	()	()	()	()
4. The Team Member evaluated the program based on the goals and objectives established for the program and refrained from publicly comparing the program being evaluated with other programs and offering "how to do it" approaches.	()	()	()	()
5. The Team Member completed the assignments made and agreed to at the beginning of the visit.	()	()	()	()
6. The Team Member asked questions which brought out information required and noted significant points which contributed to the formulation of the Team Report.	()	()	()	()

- | | <u>Poor</u> | <u>Fair</u> | <u>Good</u> | <u>Excellent</u> |
|---|-------------|-------------|-------------|------------------|
| 7. The Team Member cooperated with other members in fulfillment of the Team's responsibilities. | () | () | () | () |
| 8. The Team Member could serve as Chairperson of a Visiting Team. | () | () | () | () |
| 9. My overall assessment of the Team Member's performance is: | () | () | () | () |

Comments and suggestions for future evaluation visits:

Signed _____ Print Last Name _____

When the draft Team Report has been returned to you with comments, send this completed form to:

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