



Peer-Review Committee Charter

CAATE Vision	Advancing clinical practice and improving health care outcomes through promotion of excellence in athletic training education.
CAATE Mission	Serving the public and profession by establishing and ensuring compliance with accreditation standards that facilitate quality outcomes, continuous improvement, innovation and diversity to enhance athletic training education.
CAATE Values	<ul style="list-style-type: none"> • Accountability • Integrity • Leadership • Transparency • Excellence • Collaborative
Committee Purpose	The purpose of the Peer Review Committee is to recruit, develop, and support the peer reviewer volunteer corps of the Commission to perform comprehensive programmatic reviews, including self-study reviews, virtual and site reviews, for residency and fellowship programs for both quality assurance and quality improvement purposes.
Committee Role	<ul style="list-style-type: none"> • Collaborate with the board to develop and implement a board approved philosophy statement regarding the Commission’s commitment to the dual quality assurance and quality improvement accreditation process • Conduct appropriate training and development of volunteers for best practices in accreditation peer-review that is consistent with Commission philosophy, policies, and procedures • Recommend to the board changes to Commission accreditation philosophy, and policies, and procedures, as appropriate and consistent with peer-review best practices (e.g., peer-review teams, peer-reviewer feedback) • Facilitate the recruitment, development, and maintenance of a competent corps of diverse volunteers to serve as peer-reviewers to conduct comprehensive reviews including self-study reviews and on-site visits • Study and recommend the optimal capacity for carrying out high quality peer-review trainings and subsequent comprehensive reviews based on the numbers of available high quality peer-reviewers • Develop a calendar for peer-reviewer development and conducting comprehensive programmatic reviews that is predicated on the requirement that all peer-reviewers be well trained and capable of conducting high quality comprehensive reviews • Propose an annual budget that includes funding for peer-reviewer development and conducting the requisite number of comprehensive reviews annually • Explore and recommend the appropriate potential use of virtual site visits for items such as interim reports • Monitor information from the Association of Specialized and Professional Accreditors (ASPA) regarding contemporary issues and best practices in higher education peer-review for compressive program evaluations • Assure that all recommended policies, procedures, and practices under the purview of the Peer-Review Committee are compliant with the current Commission on Higher Education Accreditation (CHEA) recognition standards

Committee Responsibilities	<p>The Chair of the Committee is charged specifically with the following duties:</p> <ul style="list-style-type: none"> • Keeping the CAATE President apprised of the substantive issues under consideration by the Committee, and reporting in writing to the Executive Committee within seven days of the Committee action, any policy decision or recommendation which may require Board endorsement • Submitting to the CAATE President no later than February 1 of the following calendar year, one copy of a written Annual Report of the work of the Committee during the year just completed • Providing written reports for CAATE Board meetings as requested
Committee Leadership	<p>Committee Chair: Drew Duckett Committee Vice-Chair: Board Liaison:</p>
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Ability to communicate professionally (strong oral and written communication) • Ability to work with other members as a collaborative and contributing teammate • Demonstrate fairness, maintain confidentiality • An understanding of the accreditation standards and peer review process or willingness to learn
Committee Composition	<p>The Committee shall consist of at least six (6) voting members. The Committee Chair shall be appointed by the CAATE President. Members shall serve a three-year, once-renewable term.</p>
Decision Making	<p>The Peer Review Committee will seek to make decisions through consensus. The Chair will make a diligent effort to engage all members in decisions. An official vote will be made on all accreditation action recommendations and a written record of the decision along with any objections will be created. Decisions of the group should be presented to the Board Liaison for review and final approval by the Board of Commissioners.</p>
Anticipated Commitment	<p>Three (3) to five (5) hours per month that includes meetings.</p>