



## Guidelines for Submitting and Organizing Supporting Evidence

Supporting evidence maintained by programs is an objective means of documenting and/or recording a program's compliance with the Standards and Criteria. Supporting evidence should be identified by the program as those documents or excerpts of documents that are a credible representative sample of the best evidence that demonstrates the program is in compliance with each Criterion. For examples of supporting evidence, refer to the *ACEN Guidelines for Written Reports*, available on the ACEN website.

### Guidelines:

1. Supporting evidence should be maintained in a searchable Portable Document Format (PDF) whenever possible.
2. Each piece of supporting evidence should be an individual document and labeled using a standardized approach that is easy to understand (e.g., *Exhibit 1.1 Comparison of College Mission and Program Mission*).
3. The Criterion that the supporting evidence relates should be in the title of the naming convention (e.g., *Exhibit 1.1 Comparison of College Mission and Program Mission*).
4. Supporting evidence should be referenced accurately and consistently throughout the Self-Study Report.
5. Each supporting evidence document should be saved as an independent document on a USB Drive within a separate folder labeled *Supporting Evidence*.
6. Hyperlinks may be used to link to select sections (e.g., appendices) within the SSR and should **not** be linked to external *documents*.
7. Hyperlinks to appropriate websites (e.g., Administrative Rules, program website) may be included in the Self-Study Report.
8. Do not place faculty and student files on a USB Drive as these documents are confidential.
9. Supporting evidence along with the Self-Study Report should be submitted to the ACEN and to the site visit team on a USB Drive at least six weeks prior to the scheduled visit.
10. There should be only two folders on the USB Drive:
  - 1.) **Self-Study Report**, in one continuous paginated document consisting of the:
    - a. Faculty Profile Table,
    - b. Faculty Qualifications and Development Addendum,
    - c. Abbreviated syllabi for all nursing courses,
    - d. Systematic plan of evaluation (SPE),
    - e. Appendices,
      - i. The Self-Study Report should not exceed 200 pages for a single program and 300 pages for multiple programs
  - 2.) **Supporting Evidence** appropriately labeled using standardized language.

For nursing education programs that are multilingual and/or international, all written reports and required appendices must be submitted to the ACEN and peer evaluators in English. In addition, the ACEN recommends that the following documents (as applicable) be available in English:

- Mission, Philosophy, and Outcomes
- Systematic Plan of Evaluation (and supporting reports)
- Meeting Minutes (Nursing)
- Job/Position Descriptions
- Faculty Handbook
- Student Handbook
- Student Policies
- Faculty Curricula Vitae
- Nursing Budget
- Course Materials (including evaluations, syllabi, examinations, and student work)
- List of Clinical Placements, including types of patients served
- Clinical Contracts
- Program of Study, including program length, credit hours, and credit-to-contact-hour ratios used
- Checklist of items included in faculty and student files
- Committee Lists (including any with nursing representation)
- Partnerships
- Faculty Workload Tables
- Faculty Evaluations
- Evidence of Faculty Scholarship
- Student Grievances and Evidence of Resolution

**Note:** The program must ensure that interpreters or translators are available throughout the process to assist with interviews and review of supporting evidence.

**Note:** When the site visit is conducted virtually, confidential supporting evidence such as faculty and student files, must be available to the site visit team through the use technology (e.g., cellular phones, tablets, and video-conferencing) to ensure effective visualization of faculty and student files. Please understand that virtual visits will require someone from the governing organization to open each file and place a camera (e.g., cellular phone, tablet, video-conference technology) on various documents within faculty and student files.