



New England Commission of Higher Education  
301 Edgewater Place, Suite 210, Wakefield, MA 01880  
Tel: 781-425-7785 | [neche.org](http://neche.org)

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## Expectations of Non-Credit Peer Evaluators

The New England Commission of Higher Education (NECHE) seeks to ensure its non-credit recognized organizations as well as members of the public that its decisions are based solely on the application of professional and impartial judgment. As defined in the Non-Credit Recognition Policy on Conflict of Interest, individuals invited to participate in the evaluative process are asked to decline serving in the review of an organization when they have, or when it might reasonably appear that they have, a conflict of interest. Peer Evaluators, as representatives of the Commission, are expected to carry out their responsibilities with the highest level of integrity and professionalism in accordance with the guidelines below.

When representing the Commission on a recognition visit, Non-Credit Peer Evaluators are expected to:

1. Conduct themselves with integrity and professionalism and abide by all applicable Commission policies.
2. Fulfill all responsibilities related to the review by preparing in advance, reviewing Commission policies and procedures, participating in training, responding to requests in a timely manner, meeting established deadlines, and taking part in all evaluation activities.
3. Regard all organizational representatives, fellow peer evaluators, and Commission staff with courtesy and respect.
4. Avoid representing individual interests that conflict or compete with a fair and objective review of an organization.
5. Other than meals and lodging provided during the site visit, decline all gifts, incentives, compensation, or anything of value from any organization under review unless nominal in nature (less than \$10 fair market value per person).
6. Submit for reimbursement an accurate reporting of all professional expenses incurred during an evaluation within two weeks following the review. Personal expenses and alcohol are not reimbursable.
7. Protect and keep confidential information received through the organizational review process.



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8. Refrain from using the review process for personal gain, including the establishment of an employment or consulting relationship, for at least one year following the Commission's final action on the organization.

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