


MEMORANDUM

DATE: November 9, 2011

TO: College Deans

FROM: Brenda Claiborne, University Provost 

SUBJECT: Accreditation Procedures

cc: M.J. Saunders, President
President's Senior Staff
Provost's Advisory Council

In addition to regional accreditation by the Southern Association of Colleges and Schools (SACS), 64 academic programs at Florida Atlantic University are currently individually accredited by 16 outside accrediting organizations. In addition, several programs are in the process of considering initial accreditation. It is important that the Office of the Provost be involved in accreditation procedures and processes, as follows:

1. The Associate Provost of Academic Programs will be the point of contact in the Office of the Provost for all issues related to individual program accreditation. It will be the responsibility of the Associate Provost of Academic Programs to insure that the Provost and other members of the Provost's Advisory Council and President's Senior Staff, as appropriate, are apprised of accreditation procedures and issues.

2. The Office of the Provost needs to be consulted prior to seeking initial accreditation. The Dean, and relevant members of the Dean's staff, needs to be prepared to present the argument for individual program accreditation.

3. No later than one month prior to submission of the self-study documents for initial accreditation or reaffirmation to the accrediting organization, the Dean, and relevant members of the Dean's staff, need to meet with the Provost, Associate Provost of Academic Programs, and relevant members of the Provost's Advisory Council and President's Senior Staff to review documents and issues.

4. No later than one month before the site visit, the Dean, and relevant members of the Dean's staff, need to meet with the Provost, the Associate Provost of Academic Programs, and relevant members of the Provost's Advisory Council and President's Senior Staff, to review procedures and issues.

5. Copies of all correspondence and documentation received by the Dean and the Chair/Director of the program from the accrediting organization are to be sent to the Associate Provost of Academic Programs.

6. The Associate Provost of Academic Personnel needs to be apprised of any changes in accreditation schedules; i.e. timeline for documents, site visit schedule, etc...