



INSTITUTIONAL ELIGIBILITY REQUIREMENTS (IERS) FOR INSTITUTIONS SEEKING APPLICANT STANDING WITH TRACS

Understanding the IERS

The Institutional Eligibility Requirements (IERS) are the Standards with which an institution must be in compliance to begin a self-study and be considered by the Accreditation Commission to be a candidate for accreditation. This level of compliance is considered “Basic Compliance”. Basic compliance with the Accreditation Standards means that an institution is in compliance with all of the Standards identified in the IERS and has the ability to be in compliance with all of the remaining TRACS Standards within the period of candidacy for accreditation. The Accreditation Commission considers basic compliance as the threshold for considering whether to recognize an institution as a candidate for accreditation and that recognition is not automatic.

Institution: _____

Date Completed: _____

Directions: 1. Under each IER below, indicate in the *Exhibit Number* box which required documentation substantiate compliance and include the supporting exhibits with this IER form when submitting your application to TRACS.

Example:

<i>Exhibit Number</i>	<i>Documentation</i>
1	1. Copy of document from the appropriate government agency granting permission to operate as an educational institution.
2	2. Copy of the institution's charter.

2. At the end of this IER form provide a summary list of all exhibits in the order referenced, followed by the actual exhibits, labeled and tabbed in a 3-ring binder. Use sequential numbering for ALL exhibits.

Example:

List of Exhibits

Exhibit 1 Georgia State Higher Education letter dated May 5, 2008
 Exhibit 2 Georgia Bible College Charter, dated June 3, 1955
 Etc...

----- **----- IERS -----** -----

IER #1

FOUNDATIONAL STATEMENTS. The institution has:

- a. A biblical foundation statement (1.1 and 1.2).
- b. A mission statement (2.1).
- c. Measurable institutional objectives which are consistent with the institution's mission (2.2).
- d. A Christian Philosophy of Education (3.1).

<i>Exhibit Number</i>	<i>Documentation</i>
	1. The biblical foundations statement of the institution.
	2. The Mission Statement of the institution.
	3. A list of the institutional objectives which are consistent with the institution's mission statement.
	4. The institution's Christian Philosophy of Education

IER #2

LEGAL AUTHORITY TO OPERATE. The institution has:

- a. **A legally established and functioning board with at least 5 voting members (6.1 and 6.1.b).**
- b. **Legal authority to operate from the government of the state or country in which it is located, including all teaching sites and branch campuses (5.1., 13.1.a, and 14.1.a).**
- c. **A set of board-approved By-laws within which the board operates (6.1a).**

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Provide list of Board members. Give names, addresses, and their occupation. There must be at least 5.
	2. Copy of document from the appropriate government agency granting permission to operate as an educational institution.
	3. Provide a copy of the by-laws

IER # 3

ADMINISTRATION AND STAFF. The institution has:

- a. **A full-time Chief Executive Officer who is appointed by the Board (6.8).**
- b. **The Chief Executive Officer has the authority to carry out the published board policies and procedures (7.2).**
- c. **A full-time Chief Academic Officer with the appropriate graduate degree(s) from an accredited institution (7.4).**
- d. **Other administrative or leadership team members and staff sufficient in number and competence to give direction to the major operational areas of the institution (7.5).**
- e. **Complete job descriptions for all administrators and staff (7.3).**
- f. **An organizational chart that clearly depicts lines of administrative responsibility (7.1).**

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Copy of the contract for the full-time Chief Executive Officer
	2. The By-laws show that the president has the administrative authority to execute the board's policies.
	3. Copy of the contract and credentials for the full-time Chief Academic Officer.
	4. Listing of all administrative or leadership team members with qualifications.
	5. Copies of job descriptions for all administrators and staff.
	6. Copy of a traditional organizational chart which depicts lines of administrative reporting.

IER # 4**PUBLICATIONS AND POLICIES. The institution has:**

- a. **A Board Manual (9.7).**
- b. **A Policies Manual (9.8).**
- c. **A Catalog (or catalogs, if appropriate) (9.9).**
- d. **A Faculty Handbook (9.10).**
- e. **A Student Handbook (9.11).**

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Copy of the Board Manual.
	2. Copy of the Policies Manual
	3. Copy of the institution's Catalog(s)
	4. Copy of the Faculty Handbook
	5. Copy of the Student Handbook

IER #5**EDUCATIONAL PROGRAMS. The institution has:**

- a. **A minimum of one post-secondary educational program which meets national norms and supports the mission and institutional objectives (11.1 and 11.2).**
- b. **Learning outcomes for each academic program (11.4.a and 19.5).**
- c. **Appropriate general education requirements for each undergraduate degree program (11.16).**
- d. **An adequate number of students enrolled in each program (11.10).**

<i>Exhibit Number</i>	<i>Documentation</i>
	1. A course listing of all programs offered by the institution including the number of units.
	2. Listing of specific measurable outcomes for each program
	3. Detailed listing of general education requirements (undergraduate only) by category.
	4. Listing of student enrollment by headcount for each program for the past five years (if applicable).

IER #6

FACULTY. The institution has:

- a. **At least one full-time, contracted, academically and spiritually qualified faculty for each major/program offered, including general education for undergraduate programs (15.1).**
- b. **A sufficient number of qualified faculty to provide the instruction needed for the programs offered (15.2).**

<i>Exhibit Number</i>	<i>Documentation</i>
	1. On a separate sheet, list all majors and programs offered at the institution, and identify the qualified (with list of degrees) full-time, contracted faculty members who are assigned to head each major/program.
	2. On a separate sheet, list all majors and programs offered at the institution, and identify the qualified (with list of degrees) part-time, faculty members who are assigned to each major/program.

IER # 7

FINANCES. The institution has:

- a. **Certified external audits which demonstrate adequate finances to support the institutional purpose and programs (17.4.).**
- b. **Evidence that finances will continue to support the programs (17.1 and 17.7).**

<i>Exhibit Number</i>	<i>Documentation:</i>
	1. Provide completed audit reports for the last two fiscal years showing a positive change in Unrestricted Net Assets and Total Net Assets and no increase in Pledges Receivable or Contributions Receivable along with any management letters.
	2. Provide a copy of the institution's five-year financial plan.
	3. Provide documentation that the institution has in place a credit line with a lending institution or a segregated contingency reserve equal to at least 10% of the operational budget.

IER #8

INSTITUTIONAL EFFECTIVENESS. The institution has:

- a. An approved comprehensive assessment plan (19.1).
- b. A comprehensive, board-approved strategic plan which is in use (20.1).

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Provide a copy of the institution's comprehensive assessment plan.
	2. Provide a copy of the minutes of the board meeting at which the comprehensive assessment plan was approved.
	3. Provide a copy of the institution's comprehensive strategic plan.
	4. Provide a copy of the minutes of the board meeting at which the comprehensive strategic plan was approved.

IER # 9

LEARNING RESOURCES. The institution:

- a. Adequately supports the educational programs offered with appropriate learning resources (21.1, 21.2 and 21.5).
- b. Employs an adequate number of professionally qualified library staff (21.4).

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Provide comprehensive listing of all learning resources available and documentation of on-going support of adequate learning resources for programs offered.
	2. Provide listing of learning resources staff with appropriate credentials.

IER # 10

FACILITIES. The institution has:

- a. Facilities and equipment which are adequate for all learning activities (22.1).

<i>Exhibit Number</i>	<i>Documentation</i>
	1. Provide facilities plan and class schedule with room/lab assignments for current semester.