

Application Orientation

Understanding the IERs
(Institutional Eligibility Requirements)



TRACS Annual Conference – October 2015

IER # 1 - FOUNDATIONAL STATEMENTS

The institution has...

- * a. A biblical foundation statement (1.1, 1.2) **Biblical foundations statement**
- * b. A mission statement (2.1) **Mission statement**
- * c. Measurable institutional objectives which are consistent with the institution's mission (2.2) **List of institutional objectives**
- * d. A Christian Philosophy of Education (3.1) **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 , 6.1.b.). **List of Members with names, addresses and occupations**
- * 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). **Copy of the document from the appropriate government agency granting permission to operate as an educational institution**
- * c. A set of board-approved by-laws within which the board operates (6.1). **Copy of the by-laws and Board minutes**

IER # 3 - ADMINISTRATION AND STAFF

The institution has...

- * a. A full-time Chief Executive Officer who is appointed by the Board (6.8)
Copy of the contract for the full-time CEO
- * b. The Chief Executive Officer has the authority to carry out the published board policies and procedures (7.2) **Copy of the by-laws demonstrating such authority**
- * c. A full-time Chief Academic Officer with the appropriate graduate degree(s) from an accredited institution. (7.4). **Copy of the contract for the full-time CAO**
- * 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) **List of all administrative or leadership team members with qualifications**
- * e. Complete job descriptions for all administrators and staff (7.3) **Copies of job descriptions for all administrators and staff**
- * f. An organizational chart that clearly depicts lines of administrative responsibility (7.1). **Copy of organizational chart**

IER # 4 - PUBLICATIONS AND POLICIES

The institution has...

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

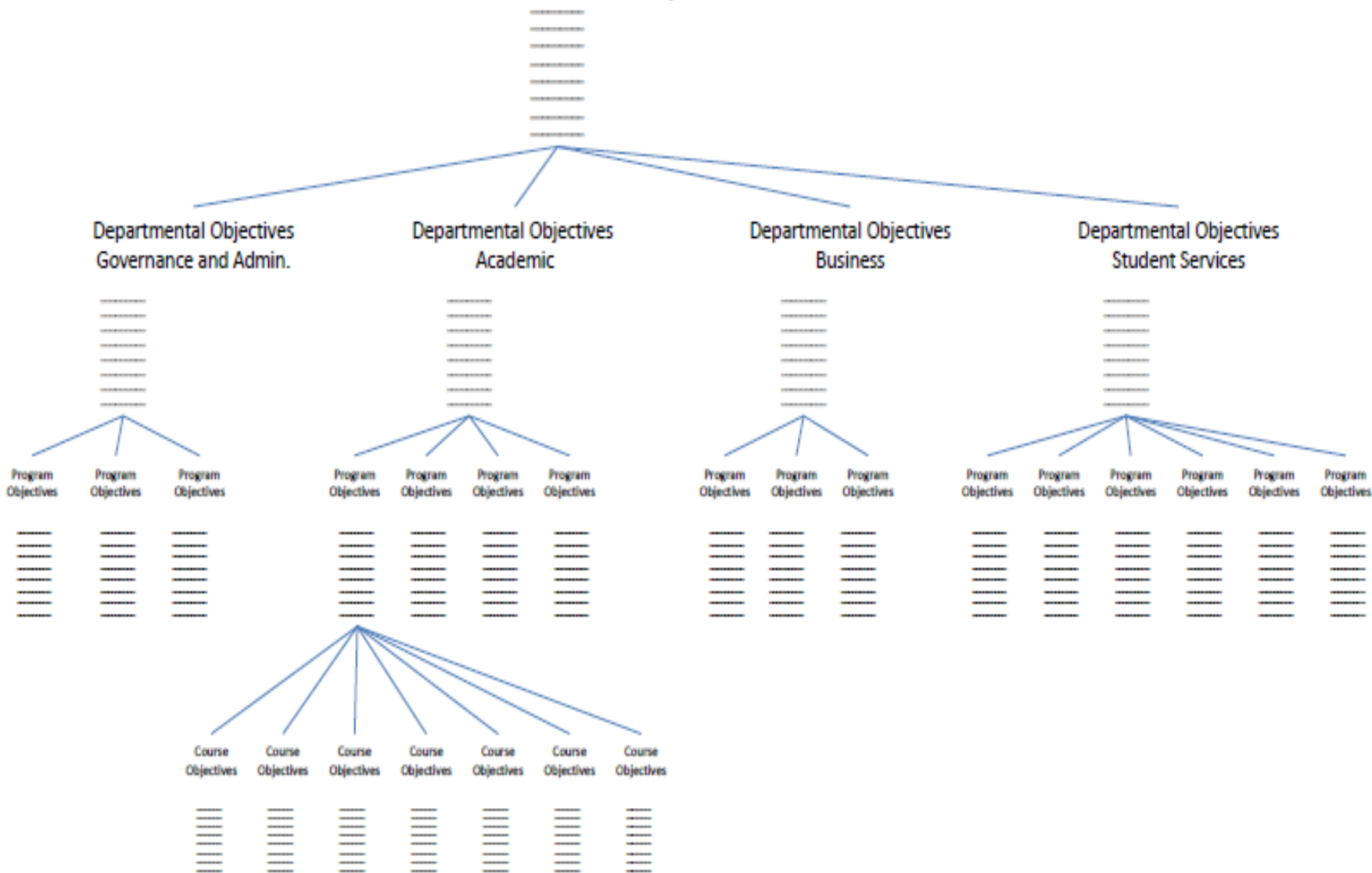
IER # 5 - EDUCATIONAL PROGRAMS

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, 11.2) **Course listing of all programs including the number of units**
- * b. Learning outcomes for each academic program (11.4.a, 19.5) **Listing of specific measurable outcomes for each program**

Mission Statement

Institutional Objectives



IER # 5 - EDUCATIONAL PROGRAMS

The institution has...

- * c. Appropriate general education requirements for each undergraduate degree (11.16) **Detailed listing of general education requirements (undergraduate only) by category**
- * d. An adequate number of students enrolled in each program (11.10) **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) **List all majors and programs identifying the qualified (list degrees) full-time, contracted faculty member(s) assigned to head each major / program**
- * b. A sufficient number of qualified faculty to provide the instruction needed for the programs offered (15.2) **List all majors and programs identifying the qualified (list degrees) part-time faculty member(s) assigned to each major / program**

INSTRUCTIONAL STAFF LISTING (ISL)

FOR FULL-TIME AND PART-TIME FACULTY

Name of Institution: _____

Site Location (if not main campus): _____

Academic Term(s): _____

Date Form Completed: _____

Name of Academic Department/School: _____

NAME (Last name first)	DEGREES AND DISCIPLINE	COURSES TAUGHT	OTHER QUALIFICATIONS OR EXPERIENCE
Smith, Joseph P. (full-time)	M.A. History – Ideal University (1985) B.A. Political Science – Ivy College (1980) History (25 GSH) Political Science (12 GSH)	HI 101 (U) US History HI 303 (U) History of the South	<ul style="list-style-type: none"> • Made 25 speeches to civic and professional groups • Holds AAAA Social Studies Educator License in Secondary Education • Board Member of the State Historical Society • One book in publication • Published in professional journals
Jones, David S. (part-time)	Ph.D. Marketing – City University (1979) M.B.A. Soho University (1975) (21 graduate hours – Accounting) B.A. Accounting – Giant College (1970) Marketing (24 GSH) Accounting (18 GSH)	MKT 680 (G) General Marketing ACCT 201 (U) Intro to Accounting	<ul style="list-style-type: none"> • 5 years work experience in professional sales with Parke-Davis • 2 years experience as Director of Marketing at University of M. • 6 Regional Admissions Awards • 1 National Award Advertising • Director of Business Development at the University of G.
Miller, Jean B. (part-time)	B.S. Business Education – Wilson State University (2000) A.A. Office Technology - Soho Technical College (1998) General Business Courses (18 GSH)	AOT 2213 (U) Office Systems AOT 1233 (U) Intro to Records Management Teaches only non-transfer occupational courses	<ul style="list-style-type: none"> • AA Certification in Computer Applications from Grand University • 29 years teaching experience at the High School level • Member of National Business Education Association • Senior College MBEA board representative • National Future Business Leader of America Advisor of the Year

IER # 7 - FINANCES

The institution has...

- * a. Certified external audits which demonstrate adequate finances to support the institutional purpose and programs (17.4.c) **Copies of the two most recent certified external audits along with any management letters**
- * b. Evidence that finances will continue to support the programs (17.1, 17.7) **A copy of the institution's five-year financial plan and a line of credit or contingency reserve equal to 10% of the annual operating budget.**

IER # 8 - INSTITUTIONAL EFFECTIVENESS

The institution has...

- * a. A comprehensive, board approved assessment plan which is in use (19.1) **A copy of the institution's comprehensive assessment plan and a copy of Board minutes at which the plan was approved**
- * b. A comprehensive, board-approved strategic plan which is in use (20.1) **A copy of the institution's comprehensive strategic plan and a copy of Board minutes at which the plan was approved**

IER # 9 - LEARNING RESOURCES

The institution...

- * a. Adequately supports the educational programs offered (21.2) **Documentation of adequate learning resources for programs offered**
- * b. Employs an adequate number of professionally qualified library staff (21.4) **Listing of library / learning resource staff with appropriate credentials**

IER # 10 – FACILITIES

The institution's ...

- * a. Facilities must be adequate for all learning activities
(22.1) **Facilities plan and class schedule with room / lab assignments for current semester**

Supplemental Information...

- * TRACS Sample Documents
 - * *Sample Syllabus*
 - * *Writing a Course Outline*
 - * *Mission Statement and Objectives*
- * TRACS Accreditation Manual (Available at www.tracs.org)
- * I.E.R. Checklist for Applicants
- * Institutional Profile
- * Sample Instructional Staff Listing (I.S.L.)