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...

* 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 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

* Learning outcomes for each academic program (11.4.a, 19.5) Listing of specific measurable outcomes for each program
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)
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**

<table>
<thead>
<tr>
<th>NAME (Last name first)</th>
<th>DEGREES AND DISCIPLINE</th>
<th>COURSES TAUGHT</th>
<th>OTHER QUALIFICATIONS OR EXPERIENCE</th>
</tr>
</thead>
</table>
| Smith, Joseph P.       | 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 | • 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.        | 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 | • 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.        | B.S. Business Education – Wilson State University (2000)  
General Business Courses (18 GSH) | AOT 2213 (U) Office Systems  
AOT 1233 (U) Intro to Records Management  
Teaches only non-transfer occupational courses | • 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
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.)