

NWCCU POLICIES | ACCREDITATION LIAISON OFFICERS

The Northwest Commission on Colleges and Universities (“NWCCU”) and its candidate and member institutions share responsibility for transparent communications on accreditation issues and requirements and how those requirements are applied against NWCCU Standards of Accreditation and Eligibility Requirements. To facilitate such communications, NWCCU has assigned a Vice President to each candidate and member institution. NWCCU communicates with candidate and member institutions through the institution’s President. NWCCU requires that the President of each accredited, candidate, and applicant institution appoint an Accreditation Liaison Officer (ALO) to work with NWCCU on matters related to accreditation. The ALO and President serve as the official points of contact between the institution and NWCCU.

In the selection of the ALO, it is suggested that the following be considered:

1. Background in higher education;
2. Knowledge of the institution;
3. Visibility and reputation on campus;
4. Interest in and commitment to accreditation; and
5. Adequate support staff and resources.

Primary duties of the ALO include:

- . Stay knowledgeable about accreditation, including NWCCU’s Standards for Accreditation, Eligibility Requirements, and Policies;
- . Serve as focal person for communications about accreditation within the institution and with NWCCU;
- . Serve as custodian of the institution’s accreditation materials, including all previous institutional reports, evaluation team reports, NWCCU’s action letters received, and any other communications;
- . Ensure that the institution’s information in NWCCU’s Institutional Portal is up to date;
- . Help prepare for, coordinate, and host accreditation evaluation visits;
- . Take the lead in planning for and delivering timely and relevant reports aligned with guidance in the Accreditation Handbook [link], including: Annual, Mid-Cycle, Policies, Regulations, and Financial Reports, Year Seven Evaluation of Institutional Effectiveness, and Ad Hoc Reports, and other communications to and from NWCCU;
- . Promote knowledge and understanding on campus of accreditation, institutional quality, student learning, achievement, and assessment, particularly in regards to NWCCU’s emphases on using accreditation processes to increase student success and close equity gaps;
- . Notify NWCCU in advance of substantive change proposals and program developments in accordance with NWCCU’s Substantive Change Policy; and
- . Attend ALO and other relevant trainings provided by NWCCU.

Any individual who communicates to or reports to NWCCU on behalf of an institution obligates the institution in all matters related to same.

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