

## ***Accreditation Liaison Officer Policy***

To ensure appropriate, ongoing communication with the Commission, the Northwest Commission on Colleges and Universities requires that the President of each accredited, candidate and applicant institution appoint an Accreditation Liaison Officer (ALO) from the faculty or administration to work with the Commission on matters related to regional accreditation. The ALO, along with the President, serves as one of the official points of contact between the institution and the Commission.

In the selection of the Accreditation Liaison Officer, it is suggested that the following points be considered:

- knowledge of the institution;
- visibility on the campus;
- interest in accreditation; and
- availability of clerical resources.

### **Duties of the Accreditation Liaison Officer are:**

- ❖ Serve as the focal person on campus for the collection and dissemination of information about institutional accreditation.
  - Keep on file accreditation handbooks and guidelines, self-studies, institutional reports, evaluation committee reports, schedules of evaluations, and copies of correspondence from NWCCU.
  - Respond to inquiries about NWCCU accreditation and make available appropriate information.
- ❖ Take the lead as the key resource person in planning the institution's Year One, Year Three, and Year Seven/Comprehensive Reports and as applicable other Ad Hoc requested reports including the Financial Resources Review (FRR formerly known as ARFE, Annual Report on Finance and Enrollment.)
- ❖ Assist in organizing follow-up reports requested by the Commission.
- ❖ Assist in the preparation of the institution's Annual Report.
- ❖ Notify the Commission in advance of substantive changes that are being planned; as appropriate, submit substantive changes. (See *Substantive Change Policy*)

1974  
2010  
2013