

## Notations

---

In order to identify how and when, in the judgment of the Board of Commissioners, principles contained in the accrediting standards are not being adequately translated into practice, the Board uses the notations listed below. These notations were developed to conform to the Standards of Accreditation and Procedures adopted by the Association in 1996. (cf. Commission Procedures, section VI.E)

### PURPOSE, PLANNING, AND EVALUATION

- N1.1 The institutional statement of purpose is inadequately articulated or implemented.
- N1.2 Policies or procedures for comprehensive institutional evaluation are insufficient or ineffective.
- N1.3 The institution makes insufficient use of the findings of its evaluative efforts for improvement of institutional activities or educational programs.
- N1.4 The institution's planning processes are insufficient or ineffective.

### INSTITUTIONAL INTEGRITY

- N2.1 Institutional policies or their implementation do not adequately ensure that students, faculty, administrators, or employees are treated in ethical ways.
- N2.2 The institution does not adequately demonstrate that its institutional or educational practices seek to enhance participation of racial/ethnic minority persons in institutional life.
- N2.3 The institution has not provided data or information to the Board as required by the standards.
- N2.4 According to its stated purpose, the institution has failed adequately to address the concerns of women so as to increase their participation in theological education.

### THEOLOGICAL SCHOLARSHIP: LEARNING, TEACHING, AND RESEARCH

- N3.1 Within the context of the school's institutional purpose, ongoing efforts to ensure the quality of teaching, learning, and research are lacking or ineffective.
- N3.2 The institution lacks, does not uphold, or does not implement policies regarding the freedom of inquiry necessary for the activities of teaching, learning, and research.

## NOTATIONS

- N3.3 The school's practices of teaching, learning, and research inadequately or ineffectively encourage global awareness and responsiveness.

## THEOLOGICAL CURRICULUM AND DEGREE PROGRAMS

- N4.1 The institution does not adequately differentiate its degree programs in terms of their educational goals or vocational intent.
- N4.2 The enrollment in one or more of the school's degree programs is insufficient to provide a community of learning in each of the degree programs, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N4.3 The nomenclature of the degree program fails to conform to Commission degree program standards.
- N4.4 This school offers degree programs without the approval of the Board of Commissioners.
- N4.5 The institution's curriculum for this degree does not provide adequate exposure to the areas of content mandated by the degree program standards.
- N4.6 The degree program does not require sufficient work to be completed at the school's main campus or at a branch campus approved to offer the degree program.
- N4.7 The duration of the degree program is less than that required by the degree program standard.
- N4.8 Admission requirements for the degree program are inadequately stipulated or implemented.
- N4.9 The available educational resources are inadequate for this degree program, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N4.10 The school is unable to demonstrate the extent to which students have met the educational goals of the program, or the extent to which the degree program is meeting the needs of students or religious communities.

## LIBRARY AND INFORMATION RESOURCES

- N5.1 The library collection development policy is inadequately articulated or implemented.
- N5.2 The library collection is inadequate to provide appropriate bibliographic support for one or more of the degree programs offered by the school, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.

- N5.3 The library lacks necessary technological or physical resources for the teaching, learning, and research required by the school's purpose or for the degree programs it offers, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N5.4 The staff of the library is insufficient in number or in qualification to provide the services the library requires, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.

## FACULTY

- N6.1 The faculty does not possess appropriate credentials for graduate theological education, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N6.2 Faculty members do not have adequate freedom, in the context of the school's institutional purpose, to pursue critical questions, to seek knowledge, to communicate the findings of their research, or to teach the subjects in which they have competence.
- N6.3 Faculty members do not exercise appropriate responsibility for planning, designing, overseeing, or evaluating the quality of student learning in the degree programs in which they teach.
- N6.4 Procedures for the retention of qualified faculty members are insufficiently designed or implemented.
- N6.5 The workload of the faculty does not permit adequate attention to students, scholarly pursuits, or other institutional expectations.
- N6.6 The school lacks policies or resources necessary for faculty to fulfill their teaching or research responsibilities, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N6.7 Procedures for evaluating faculty member performance are inadequately designed or implemented.
- N6.8 The school has inadequate provisions for structured opportunities for faculty members' research, professional development, or intellectual growth, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.

## STUDENT RECRUITMENT, ADMISSION, SERVICES, AND PLACEMENT

- N7.1 Policies or practices of student recruitment are inconsistent with the stated purpose of the institution.

## NOTATIONS

- N7.2 Recruitment services or publications do not accurately represent the institution, its educational programs, or the vocational opportunities of graduates.
- N7.3 Admission policies or practices do not ensure that the school is operating at a post-baccalaureate level.
- N7.4 Admission policies or practices do not encourage diversity in enrollment as appropriate to the purpose of the school.
- N7.5 The school does not clearly identify, publish, or implement policies or procedures regarding the following: students' rights, responsibilities, or discipline; degree requirements; or fees and tuition.
- N7.6 The content, storage, or security of student files is inadequate or inappropriate.
- N7.7 The institution has failed to demonstrate how tuition and fees are appropriate for the degree programs offered or to review student educational debt.
- N7.8 Institutional policies, processes, or records are inadequate regarding student complaints related to areas addressed by Commission accrediting standards.
- N7.9 The school provides inadequate or ineffective placement assistance for graduates of degree programs who are seeking employment.

## AUTHORITY AND GOVERNANCE

- N8.1 The structure or scope of authority is inadequately developed or documented.
- N8.2 The structures or processes of governance are inadequately articulated or documented.
- N8.3 The governing board exercises its authority or discharges its responsibilities ineffectively or inappropriately.
- N8.4 The governing board does not require ongoing institutional evaluation or planning or evaluate its own performance as a board.
- N8.5 The school does not adequately define or implement the roles, responsibilities, and structure of administrators and faculty in governance and administration.

## INSTITUTIONAL RESOURCES

- N9.1 The school's provision of human resources is inadequate in terms of the number and quality of the persons it employs, the policies that govern its employment practices, or the supervision and evaluation of personnel, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.

- N9.2 Current revenues are not sufficiently stable, predictable, or adequate to maintain the educational quality of the institution, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N9.3 The school has sustained a cumulative loss in its operating budget over the past three years, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N9.4 Policies and plans to protect the long-term purchasing power of the school's endowment are inadequately formulated or implemented.
- N9.5 Internal accounting and reporting systems are not in accordance with systems generally used in North American higher education, or the institution is not audited by an independent external auditor.
- N9.6 The school's policies, procedures, or reporting mechanisms are inadequate for budget development and review, or for monitoring revenue and approval of expenditures.
- N9.7 The school's physical resources are inadequate or inappropriate for its educational programs, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N9.8 The school lacks institutional data or the data available are inadequate for effective planning, evaluation, or administration of its institutional effectiveness or its educational programs.

## **MULTIPLE LOCATIONS AND DISTANCE EDUCATION**

- N10.1 The school offers extension or distance education programs that are not congruent with its stated purpose.
- N10.2 Extension or distance education programs of study are not established, approved, or reviewed by regular institutional procedures of planning and evaluation.
- N10.3 The distance education program provides insufficient interaction between teachers and learners and among learners to ensure a community of learning.
- N10.4 Technology or technological support services are insufficient for the delivery of the extension or distance education program, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N10.5 Library and information resources are not adequate in number or quality required for the extension or distance education program, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.

## NOTATIONS

- N10.6 Institutional faculty and library staff are insufficiently involved in the development and maintenance of library resources for the extension or distance education program.
- N10.7 The faculty teaching in the extension or distance education program do not provide appropriate diversity or adequate variety for the educational goals and purposes of the program.
- N10.8 The school's full-time faculty do not share significant responsibility for the academic oversight of the extension or distance education program.
- N10.9 Students in the extension or distance education program do not have access to appropriate student or academic services.
- N10.10 The extension or distance education program lacks appropriate organizational structures, financial support, or administrative processes, and there is no evidence that the institution is implementing a credible plan to address this issue in a timely and effective manner.
- N10.11 The school offers extension or distance education programs without approval of the Board of Commissioners.